

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee July 21, 2022

Board President Matt Connors and Library Director Katie Ringenbach reviewed the June 2022 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes July 21, 2022

Present: Board members: Matt Connors, Dawn Tolchinsky, Judy Starr, Kathy Beten, Sue Miller, and Forrest Burt; Director Katie Ringenbach and Fiscal Officer Rebecca Herrick. No public attended.

Board President Matt Connors called the Meeting to order at 7:00 PM.

Meeting Minutes:

37-2022 With the correction of "Start" to "Stark" to the June 16, 2022 regular meeting minutes, Dawn Tolchinsky moved to accept the minutes as corrected. Sue Miller seconded the motion and the resolution was passed unanimously by the Board.

Financial Statement:

	May 2022	June 2022
Beginning Cash Balance		
General Fund	\$ 710,198.48	\$ 712,334.91
June Macek Fund	\$ 38,034.56	\$ 37,577.80
Reading Garden	\$ 7,316.64	\$ 7,169.32
Launch a Young Reader	\$ 4,884.76	\$ 4,908.58
Pfouts Memorial Fund	\$ 3,768.71	\$ 3,770.12
Capital Improvements Fund	\$ 181,316.23	\$ 181,384.56
Total Beginning Cash Balance	\$ 945,519.38	\$ 947,145.29
Receipts		
General Fund	\$ 73,552.12	\$ 56,489.08
June Macek Fund	\$ 14.16	\$ 21.08
Reading Garden	\$ 2.70	\$ 3.52
Launch a Young Reader	\$ 23.85	\$ 2.75
Pfouts Memorial Fund	\$ 1.41	\$ 2.11
Capital Improvements Fund	\$ 68.33	\$ 101.82
Total Receipts	\$ 73,662.57	\$ 56,620.36
Expenses		
General Fund	\$ 71,415.69	\$ 79,443.04
June Macek Fund	\$ 470.92	\$ 42.35
Reading Garden	\$ 150.02	\$ 931.57
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 72,036.63	\$ 80,416.96
Ending Cash Balance		
General Fund	\$ 712,334.91	\$ 689,380.95
June Macek Fund	\$ 37,577.80	\$ 37,556.53
Reading Garden	\$ 7,169.32	\$ 6,241.27
Launch a Young Reader	\$ 4,908.61	\$ 4,911.33
Pfouts Memorial Fund	\$ 3,770.12	\$ 3,772.23
Capital Improvements Fund	\$ 181,384.56	\$ 181,486.38
Total Ending Cash Balance	\$ 947,145.32	\$ 923,348.69
<p>Middlefield Bank (MBC) June savings account earned \$6.85. MBC savings account second quarter interest received \$18.67. MBC June checking account interest received was \$19.19. STAR Ohio June dividend received was \$480.46 STAR Ohio current balance is \$509,118.59.</p>		

38-2022 Judy Starr moved to accept the June 2022 Financial Statements. Dawn Tolchinsky seconded the motion and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the June 2022 meeting: General Fund - \$60; Joseph Durket Launch-A-Young Reader Fund - \$23.
- 2) Middlefield Banking Company (MBC) Investment accounts report – June 2022: Interest Business Checking, current Rate of Return (RoR) Annual Yield is up .01 percent, now at .08 percent, account balance - \$278,467.80. Business Super Saver, current RoR Annual Yield, has increased by the same amount to .06 percent, account balance - \$141,359.56.
- 3) STAR Ohio, current RoR 30-day yield increased to 1.15 percent, account balance - \$509,008.26.
- 4) July disbursement of Public Library Fund (PLF) exceeded the July and December 2021 estimates by \$4,246.50 and \$3,899.73, respectively. Currently, PLF received exceeds the budgeted amount by \$52,774.29.
- 5) When the proposed raises/salary schedule is prepared, what percentage increases does the salary committee wish to see? The Board indicated it would like to see two, three, four and five percent increases.
- 6) The work began this week to replace the boiler. While Geauga Mechanical (GM) was working on the job, it was discovered that the expansion tank was in poor condition. The decision was made by GM to replace the tank at no cost to the library. This work was not part of the original scope of the job.
- 7) After a Board inquiry regarding the performance of MBC, the Fiscal Officer told about an issue regarding an inactivity fee on the savings account. After several months of having to continually contact MBC to have the fee refunded, assurance was given that the fee will no longer be deducted from the account. On August 1 the account will be scrutinized to be sure the fee was not charged.

Director’s Report:

Statistics: Circulation is down slightly again, perhaps due to Home Services Assistant Josh Riley leaving the Library, and the department getting behind schedule, resulting in lower circulation than normal. The statistics for the Summer reading clubs continue to rise. The following chart compares current enrollment to the 2021 total:

	As of July 21, 2022	Total 2021
Baby	48	5
Kids	185	128
Teen	25	17
Adult	41	43

- Staffing: Gennah Brown returned to working at BPL on June 21. Two interviews for the Adult Services Assistant position are scheduled for next week.
- The Friend’s of Burton Library held a meeting on July 14. Unfortunately, no real progress was made in establishing a new Board for the Friend’s group. The Friend’s do not want to disband but, no one wants to take a leadership role. Another meeting was requested by the group.
- Katie received a summons to a pre-trial hearing for the young man that destroyed a computer and scorched a table earlier this year. The Board encouraged her to attend.

Unfinished Business:

Building Projects: The new boiler is considerably smaller in dimension than the old boiler. The work is scheduled to be completed on Tuesday, July 26. Katie reported that she had spoken to Shaker Heights Public Library (SHPL) Director Amy Switzer regarding its elevator project. SHPL hired Rodger Rischi to be the Owner’s Representative for the large renovation project. Ms. Switzer recommended Mr. Rischi; she felt the services he provided were well worth the expense. A conversation was held today with Mr. Rischi regarding his fees. If the two projects (elevator and windows) were combined together, the initial fee for both jobs would be \$5,000 total. If separated, the fee for the elevator project would be \$5,000 and the windows and additional \$3,500. Katie reported to the Board the services that would be provided for the initial fees. There will be a separate fee for overseeing each project that cannot be estimated at this time because the scope of the project is unknown. The Board would like more owner’s representatives considered; obtaining recommendations from other libraries is encouraged. Information on the candidates should include references. As the Board does not meet again until September, a Special Board Meeting will be scheduled once the recommendations are in hand.

New Business:

Board reviews Salary and Personnel Committees: A card listing the committees was presented to the Board. The committees were established at the Organizational meeting in January.

Holiday closing schedule for 2023 set: A list of potential Library holiday closings was presented to the Board. The schedule for 2017 was also presented as the years mirror one another in many ways.

In 2017 staff did not receive a paid holiday for Christmas Eve or New Year's Eve because the dates fell on Sunday. Independence Day falls on Tuesday both years. In 2017 the Board allowed the Library to be closed on Monday, July 3; Saturday, December 23; Sunday, December 24 and Sunday, December 31. The following schedule was approved with the resolution that follows.

2023 Library Holiday Closings

New Year's Day	Monday, January 2
Memorial Day	Monday, May 29
Independence Day	Monday and Tuesday, July 3 and 4 Both Paid Holidays
Labor Day Weekend	Saturday-Monday, Sept 2-4 Only Monday is a paid holiday, closed Saturday
Staff In-Service Day	Monday, October 9
Thanksgiving Day	Thursday, November 23
Christmas Eve-Eve	Saturday, December 23 (Informational only-not a paid holiday)
Christmas Eve	Sunday, December 24 (Informational only-not paid holiday)
Christmas Day	Monday, December 25
New Year's Eve	Sunday, December 31 (Informational only-not paid holiday)

39-2022 Dawn Tolchinsky moved to accept the Library Holiday Closing schedule as presented. Sue Miller seconded the motion and the resolution was passed unanimously by the Board.

Personnel Policy: Staff is limited to attending conferences that are within driving distance because travel for professional development is not addressed in the Personnel Policy. Travel was not presented in the revisions to the personnel policy because Katie wanted Board input. She stated that she would like to email other libraries and ask for different travel policies before drafting a policy for BPL. Forrest Burt provided a list of changes that will be implemented. Sue Miller offered to edit the policy for grammar, punctuation and clarity. Therefore, approval of the policy has been tabled for the September 15, 2022 meeting.

Fund Drive Update: The Fund Drive is unchanged; \$24,525 from 120 donors.

Public comments: No public present.

40-2022 Kathy Beten moved to adjourn the meeting. Judy Starr seconded the motion and the resolution passed unanimously by the Board.

The meeting adjourned at 7:46 PM.

Respectfully submitted,
Rebecca S. Herrick
Library Fiscal Officer