

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee January 19, 2023

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

Board Organizational Meeting Minutes January 19, 2023

Present: Board Members Matt Connors, Dawn Tolchinsky, Sue Miller, Judy Starr, Kathy Beten, Forrest Burt and Kristine Thompson; Kathryn Ringenbach and Fiscal Officer Rebecca Herrick. No public present.

The Meeting was called to order at 7:01 PM by Board President Matt Connors.

Board Reorganization:

- **Swearing-In of Board Member:** Judy Starr took the oath of office in the presence of Notary Patricia Cross on the morning of January 12, 2023.
- **Election of Officers for the Year 2022:** Kristine Thompson proposed the following slate of Officers: Dawn Tolchinsky - President, Forrest Burt - Vice President and Sue Miller - Secretary. There were no other nominations.

1-2023 Kristine Thompson moved to accept the slate of Officers of the Board of Trustees of the Burton Public Library as stated above for the year 2023. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

Dawn Tolchinsky officiated the rest of the meeting.

- **Appoint Fiscal Officer and Deputy Fiscal Officer:**

2-2023 Judy Starr moved to rehire Rebecca Herrick as Fiscal Officer at an hourly rate of \$26.34 for 32 hours per week and to reappoint Patricia Cross as Deputy Fiscal Officer at an hourly rate of \$21.34 per hour for 2023. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

Rebecca Herrick will take the Oath of Office as soon as possible, when Notary Patricia Cross is available to administer.

- **Approve Bond for Fiscal Officer:** The cost of the required \$50,000 bond provided by Zurich North America Surety for the Fiscal Officer and Deputy Fiscal Officer will remain the same as 2022 at \$173 per year.

3-2023 Matt Connors moved to approve the 2023 bond for the Fiscal Officer and Deputy Fiscal Officer at a cost of \$173 per year. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

- **Set Date and Time for Regular Meetings:**

4-2023 Judy Starr moved to set the Regular Board meetings at 7:00 PM on the third Thursday of the month, excluding August and the December meeting will be held the second Thursday, December 14. Forrest Burt seconded the motion and the resolution was passed unanimously by the Board.

- **Designate Newspaper of Record:**

5-2023 Sue Miller moved to designate *The Geauga County Maple Leaf* as the newspaper of record for the Burton Public Library. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

- **Appoint Standing Committees:**

Proposed Standing committees are as follows:

2023 Salary Committee: Kathy Beten, Sue Miller and Matt Connors (members alternate with the Personnel Committee each year).

2023 Personnel Committee: Judy Starr, Kristine Thompson and Forrest Burt (members alternate with the Salary Committee each year).

2023 Building Committee: Matt Connors, Forrest Burt, Lon Miller and Sean Thompson with Katie Ringenbach and Fiscal Officer.

2023 Records Committee: Chair Sue Miller, all available Board members and Fiscal Officer.

6-2023 Kristine Thompson moved to approve the Committees as listed above. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

Meeting Minutes:

7-2023 With one correction ("show" changed to "shower" in Directors Remarks) to the December 15, 2022 regular meeting minutes, Judy Starr moved to accept the minutes. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board with Dawn Tolchinsky and Kristine Thompson abstaining.

Financial Statement:

	November 2022	December 2022
Beginning Cash Balance		
General Fund	\$ 794,891.95	\$ 528,538.63
June Macek Fund	\$ 36,239.92	\$ 36,253.37
Reading Garden	\$ 8,254.75	\$ 8,394.50
Launch a Young Reader	\$ 3,687.86	\$ 3,694.36
Pfouts Memorial Fund	\$ 3,789.30	\$ 3,795.97
Capital Improvements Fund	\$ 167,383.63	\$ 418,118.91
Total Beginning Cash Balance	\$ 1,014,247.41	\$ 998,795.74
Receipts		
General Fund	\$ 59,640.54	\$ 67,261.81
June Macek Fund	\$ 63.75	\$ 87.04
Reading Garden	\$ 139.75	\$ 20.21
Launch a Young Reader	\$ 6.50	\$ 59.02
Pfouts Memorial Fund	\$ 6.67	\$ 9.14
Capital Improvements Fund	\$ 735.28	\$ 985.76
Total Receipts	\$ 60,592.49	\$ 68,422.98
Expenses		
General Fund	\$ 75,993.86	\$ 114,460.64
June Macek Fund	\$ 50.30	\$ 104.90
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 76,044.16	\$ 114,565.54
Transfers		
Out of General Fund	\$ (250,000.00)	
Into Capital Improvements Fund	\$ 250,000.00	
Ending Cash Balance		
General Fund	\$ 528,538.63	\$ 481,339.80
June Macek Fund	\$ 36,253.37	\$ 36,235.51
Reading Garden	\$ 8,394.50	\$ 8,414.71
Launch a Young Reader	\$ 3,694.36	\$ 3,753.38
Pfouts Memorial Fund	\$ 3,795.97	\$ 3,805.11
Capital Improvements Fund	\$ 418,118.91	\$ 419,104.67
Total Ending Cash Balance	\$ 998,795.74	\$ 952,653.18

Middlefield Banking Company December savings account interest earned was \$91.19.

Rate of Return: 0.70 percent annual yield, month-end balance \$158,716.36.

Fourth quarter MBC December interest received from savings was \$266.65.

MBC December checking account interest received was \$194.34.

Rate of Return: 0.70 percent annual yield, month-end balance: \$323,955.42.

December dividend received from STAR Ohio was \$1,836.71.

Rate of Return: 4.19 percent 30-Day Yield; current balance is \$514,756.65.

8-2023 Kristine Thompson moved to accept the December 2022 Financial Statements. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the December 2022 meeting: General Fund - \$1,701, 19th Annual Fund Drive - \$2,865, Joseph Durket Launch-A-Young Reader Fund - \$20. Donations that exceed \$249 are: \$400 each from Dr. Joseph Belhobek and Joanne Miller; \$1,000 from Steve Macek; and \$1,556 from the Grace L. Cone Trust; the first three donations are to 19th Annual Fund Drive, the last, a General Fund donation.

9-2023 Kathy Beten moved to accept the donations listed above. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

- 2) The Detailed Account Coding has been implemented for the 2023 budget. Payroll changes were labor intensive but are in place for the next Fiscal Officer.
- 3) An elevator maintenance tech from Otis Elevator was performing maintenance on the equipment last week. The Director and Fiscal Officer had a conversation with him regarding modernizing the system. He was asked if the modernization will correct the leveling problem. He stated that the issue could continue to occur; hydraulic elevators do that and it is acceptable within the building code that regulates elevators. He also stated that supply chain issues are affecting elevator modernizations and the project could be delayed by possibly six months. In addition, the cost could exceed \$250,000, and the elevator would be out of service for up to three weeks. A \$5,000 hydraulic oil change is also not necessary at this time. The Board questioned the remarks made by the Otis employee and wanted his statements fact checked.

Director's Report:

Statistics: Year-end circulation statistics are down but are very similar to the numbers from 2017 and not all that different from the last five years. DVD circulation is never going to come back to what it was in the past, and audio books on CD are similarly losing popularity. These are just the current trends for these formats. Electronic formatted circulations through Hoopla are currently limited to 20 items per month. Geauga County Public Library currently has a limit of 25 per month. The Board agreed to increase the item limit to 25 per month per card. The people counter numbers show an increase from 2021 but still represents a significant decrease in the number of patrons entering the Library prior to COVID. Katie feels this is partially due to the fact that the new school facility is significantly farther from the Library and the youth are not coming after school as in the past. Also, the meeting rooms are not being utilized by the public as they were in the past. Groups are still not meeting after dealing with the COVID epidemic for so many years. The 2022 juvenile program attendance is perhaps indicative of a resurgence. Perhaps the Library should survey the public to see what it wants from the library moving forward.

- Katie would like to see the technology updated in the meeting room after attending a meeting at Bainbridge Library.
- Staff: The Administrative Assistant position has been posted. The job description for the Fiscal Officer has not been updated since 2014. Board Secretary Sue Miller read the letter of resignation submitted by the Fiscal Officer; copy to follow. A discussion of the position followed, and it was decided to hold a Special Board Meeting on Thursday, January 26, 2023 at 6:30 PM for the purpose of discussing the Fiscal Officers position.
- Tuition Reimbursement Request: Katie informed the Board that Eli Millette, Youth Services Supervisor, has submitted, in a timely manner, a request for tuition reimbursement. He will be reimbursed after coursework has been completed with an acceptable grade.
- Sick Leave: Part-time staff were given two weeks of sick leave during the COVID years; these hours expired at the end of 2022. Staff has asked if this benefit will be continuing. Katie will investigate what other libraries have for part-time staff and present it at the next Board meeting.

Unfinished Business: None

New Business: None

Fund Drive Update: The Fund Drive has received to date \$19,000 from 89 donors to date.

Public Comments: No public present

10-2023 Kathy Beten moved to adjourn the meeting. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

The meeting adjourned at 8:05 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer