

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee June 15, 2023

Board President Dawn Tolchinsky and Library Director Kathryn Ringenbach reviewed the April and May 2023 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes June 15, 2023

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

The Meeting was called to order at 7:00 PM by Board President Dawn Tolchinsky.

Meeting Minutes:

31-2023 Forrest Burt moved to accept the minutes from the April 20 regular meeting and the May 31 special meeting of the tax budget. The motion was seconded by Judy Starr and the resolution was passed by the Board. Matt Connors and Kristine Thompson abstained.

Financial Statement:

Beginning Cash Balance	April 2023	May 2023
General Fund	\$ 643,100.93	\$ 607,397.84
June Macek Fund	\$ 32,668.45	\$ 31,406.09
Reading Garden	\$ 7,532.63	\$ 7,532.63
Launch a Young Reader	\$ 3,826.87	\$ 3,470.54
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 419,892.16	\$ 419,892.16
Total Beginning Cash Balance	\$ 1,110,853.84	\$ 1,073,532.06
Receipts		
General Fund	\$ 48,345.92	\$ 63,063.99
June Macek Fund	\$ -	\$ -
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Receipts	\$ 48,345.92	\$ 63,063.99
Expenses		
General Fund	\$ 84,049.01	\$ 110,625.90
June Macek Fund	\$ 1,262.36	\$ 385.77
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ 356.33	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 85,667.70	\$ 111,011.67
Ending Cash Balance		
General Fund	\$ 607,397.84	\$ 559,835.93
June Macek Fund	\$ 31,406.09	\$ 31,020.32
Reading Garden	\$ 7,532.63	\$ 7,532.63
Launch a Young Reader	\$ 3,470.54	\$ 3,470.54
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 419,892.16	\$ 419,892.16
Total Ending Cash Balance	\$ 1,073,532.06	\$ 1,025,584.38

32-2023 Sue Miller moved to accept the April and May 2023 Financial Statements. The motion was seconded by Kristine Thompson, and the resolution was passed unanimously by the Board.

Fiscal Officer’s Remarks:

Ed will work to submit a monthly report with financial statements for review in the board packet allowing time for review. There was a discussion about ACH (electronic bill paying) and Ed shared some findings. Ed will research more and have recommendations at the July meeting. Ed shared what he found regarding earned interest deposit and findings from the Auditor of State which is a procedural change but will require a board motion in December to redistribute earned interest to other funds. There was a discussion about the Bricker and Graydon agreement for CBLH and the window replacement project. The board advised Ed that he should take the lead on the window replacement project and, when the time arrived, the elevator modernization project. Ed reviewed the Stark COG insurance increase that was approved. There were no donations requiring approval.

Director’s Report:

Statistics: Circulation continued to improve compared to last month.

Staffing update:

Adult Services Assistant Angie DiNardo’s last day was June 6, 2023. To date we have received four applications for the position. Youth services assistant Amy Minor’s hours were increased from 20 to 25 to better support the department’s workload. 2023 Summer Reading Program registration (366) has already passed the total registrants for the whole 2022 program (317). Katie discussed sending out additional information in board packets going forward. Kristine Thompson requested the minutes come out to trustees earlier.

Unfinished Business:

33-2023 Kristine Thompson moved to accept the proposal from CBLH for windows replacement. The motion was seconded by Matt Connors, and the resolution was passed unanimously by the Board.

34-2023 Kathy Beten moved to approve tuition reimbursement for Eli Millette in the amount of \$2,000.00 per policy. The motion was seconded by Kristine Thompson, and the resolution was passed unanimously by the Board.

New Business: Katie presented the best practices for libraries from the Northeast Ohio Regional Library System’s most recent salary survey regarding paid time-off for part-time employees. This will be reflected in the proposed personnel policy changes presented in July.

ACH will be researched and Ed will get more information for the next meeting.

July looks good for a meeting

Public Comments: No public present.

35-2023 Kathy Beten moved to adjourn the meeting. The motion was seconded by Matt Connors. The resolution was passed unanimously by the Board.

The meeting adjourned at 7:36 PM.

Respectfully submitted,

Edward J. Worso
Library Fiscal Officer

_____ President
_____ Secretary
_____ Fiscal Officer