

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

**Board Meeting Minutes
October 17, 2024**

Present: Board Members Dawn Tolchinsky, Judy Starr, Kathy Beten, Kristine Thompson, Matt Connors, Heather Tromba; Library Director Katie Ringenbach and Fiscal Officer Marie Schwindl; no public attended.

The meeting was called to order at 7:04 PM by Dawn Tolchinsky.

Meeting Minutes:

49-2024 Kristine Thompson moved to accept the September 19, 2024, meeting minutes as presented. Matt Connors seconded the motion and the resolution was passed unanimously by the board.

Financial Statement:

Discussion took place regarding the financial statements for September 2024, Attachment A.

50-2024 Judy Starr moved to accept the September 2024 Financial Statements. Kathy Beten seconded the motion and the resolution was passed unanimously by the board.

Fiscal Officer's Report:

Donations: Seventeen donations totaling \$1,390 were received since the September 2024 Board Meeting. One (1) donation exceeded \$249; \$250 from David and Mary Lou Fuhry in memory of Forrest Burt. To date a total of \$3,190 has been given in memory of Forrest Burt.

51-2024 Kathy Beten moved to accept the donation exceeding \$249 as listed above. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Contract Review: Waste Management agreed to decrease their monthly rate to match Dumpster Bandit. The new rate is effective November 1.

Directors Remarks:

Statistics: September circulation was significantly higher than last year. Juvenile books were up 60 percent. Door count and electronic material circulation were both up over September 2023. Total programs and attendance increased. Overall September was a good month. Year to date item circulation in Clevnet was up 6.2 percent over year to date 2023.

Staffing Update: Steve Wilcox, Maintenance Supervisor, had his official last day October 15. Starting October 16 Gennah Brown transitioned to Maintenance Supervisor. Sharon Wildes was hired as Circulation/Home Services Clerk on October 8, and Madi Wagner, previously a Page, has moved to Home Services Clerk. Both Sharon and Madi replace Gennah's previous position as Circulation/Home Services Clerk. Stella Morgan, Page, replaced Madi beginning October 16.

Eli Millette, Children's Services Supervisor, has turned in his resignation; his last day is November 23. Eli's position has been posted and one (1) application has been received.

Staff Day: October 15 was Staff Day. It was well attended and speakers from 211, Geauga Family Services and the Legal Aid Society presented. Attending Staff and Dawn Tolchinsky went on a guided tour of the Schoolyard Studio. Becky Wiegman spoke about the new cataloging system that will be rolled out at the end of the month.

Art Show: The Art Show wrapped up this week. There were 94 submissions by 37 different artists; 161 people came to view the art. Andrew Rodehorst, Art Teacher at Burton, brought two (2) of his classes to view the art. Andrew asked Katie if it would be alright to display the student's art work at the library; Katie will follow up with him.

Ed Worso Retirement Party: Former Fiscal Officer, Ed Worso's retirement party is this Saturday, October 19 at 2:00PM. Katie extended his invitation to the Board.

Unfinished Business:

***Personnel Policy:** The policy has been sent to Linda Applebaum, Assistant Prosecuting Attorney for Geauga County, for review.

***Board Vacancies:** Board vacancies were discussed. Frank Antenucci submitted a letter of interest for consideration. Jay Giles was also named for consideration. Katie will contact Jay to discuss.

***Elevator Modernization Update:** Katie sent emails to the three (3) engineers that were recommended by CBLH, Architect for the Windows replacement project. Two (2) of the engineers responded. Neither of them provided their fee for managing the project. Katie to follow up with them requesting additional information.

New Business:

***Update Board Members Contact Information List:** The list was circulated among the members attending the meeting.

***New Board Member:** Heather Tromba was officially appointed to the Burton Public Library Board of Trustees by the Berkshire School Board on Monday, October 14.

***Employee Performance Objectives Presented to the Personnel Committee for Evaluation of the Director and Fiscal Officer:** The documents were presented to the Committee.

Fund Drive Update: To date the Fund Drive has received \$18,220 from 86 donors. Katie Ringenbach has started drafting the Fund Drive letter. Sue Miller has volunteered to work with Katie on the annual Fund Drive Committee as the Board Representative.

Fraud Training: All present watched a short video on fraud training required by the State Auditor's Office every four years for all public employees.

Public Comments: No public present.

52-2024 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 was adjourned at 7:52PM.

Respectfully submitted,
Marie Schwindl
Fiscal Officer

<u>Ramon Tolchinsky</u>	President
<u>Susan G. Miller</u>	Secretary
<u>M. Schwindl</u>	Fiscal Officer

Attachment A

Burton Public Library		
Financial Statement to the Board of Trustees		
Beginning Cash Balance	August 2024	September 2024
General Fund	\$ 780,876.72	\$ 813,353.24
June Macek Fund	\$ 28,647.86	\$ 28,151.21
Reading Garden	\$ 5,473.64	\$ 7,605.64
Launch a Young Reader	\$ 3,660.89	\$ 3,660.89
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 210,455.91	\$ 210,455.91
Total Beginning Cash Balance	\$ 1,032,947.82	\$ 1,067,059.69
Receipts		
General Fund	\$ 111,914.90	\$ 62,378.10
June Macek Fund	\$ -	\$ -
Reading Garden	\$ 2,172.00	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Receipts	\$ 114,086.90	\$ 62,378.10
Expenses		
General Fund	\$ 79,438.38	\$ 85,395.21
June Macek Fund	\$ 496.65	\$ 156.68
Reading Garden	\$ 40.00	\$ 712.99
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 79,975.03	\$ 86,264.88
Ending Cash Balance		
General Fund	\$ 813,353.24	\$ 790,336.13
June Macek Fund	\$ 28,151.21	\$ 27,994.53
Reading Garden	\$ 7,605.64	\$ 6,892.65
Launch a Young Reader	\$ 3,660.89	\$ 3,660.89
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 210,455.91	\$ 210,455.91
Total Ending Cash Balance	\$ 1,067,059.69	\$ 1,043,172.91
<p>*Middlefield Banking Company September savings account interest received \$537.65. Rate of Return: 1.21 percent annual yield, month-end balance \$174,244.37.</p> <p>*MBC September checking account interest received \$331.05. Rate of Return: 1.21 percent annual yield, month-end balance \$311,450.78.</p> <p>*STAR Ohio September dividend received \$2,453.46. Rate of Return: 5.29 percent 30-Day Yield, month-end balance \$566,888.00.</p>		