

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

**Board Meeting Minutes
November 21, 2024**

Present: Board Members Dawn Tolchinsky, Judy Starr, Sue Miller, Kristine Thompson, Matt Connors, and Heather Tromba; Library Director Katie Ringenbach and Fiscal Officer Marie Schwindl; Eli Millette attended for the public.

The meeting was called to order at 7:00 PM by Dawn Tolchinsky.

Meeting Minutes:

53-2024 Kristine Thompson moved to accept the October 17, 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 October 2024, Attachment A.

54-2024 Judy Starr moved to accept the October 2024 Financial Statements. Sue Miller seconded the motion and the resolution was passed unanimously by the board.

Public Comments: Eli Millette, Burton Public Library Children's Services Supervisor, wanted to say a few words to the Board prior to his last day, November 23. Eli stated the Library is a good place, and that he believes that starts with the Board. Eli noted that it is very important to the employees, and that it came from all of the Board, Katie Ringenbach and other co-workers. He also commented that it matters to the patrons what has been created here at the Library. Eli credited much of that to Katie and the culture that she has brought to the Library. The Board thanked Eli for his time spent with the Library and wished him well with his career. Eli left the meeting. No other public attended.

Fiscal Officer's Report:

Donations: Sixteen donations totaling \$5,821 were received since the October 2024 Board Meeting. Two (2) donations exceeded \$249; \$2,000 for the Annual Fund from Dr. Joseph Belhobek and \$3,000 for the General Fund from Jay and Sue Giles. To date a total of \$3,580 has been given in memory of Forrest Burt.

55-2024 Kristine Thompson moved to accept the donations exceeding \$249 as listed above. The motion was seconded by Heather Tromba and the resolution was passed unanimously by the Board.

The Ohio Plan Package Policy: Property, Liability and Auto Insurance for 2025 has increased by \$910 or 10% over 2024. The premium reflects the following increases: Property increased by \$274,175, Library materials increased by \$91,542 and Computers increased by \$11,846 representing 5% of the change. The Ohio Plan also is applying a general rate increase of 5%. The premium was \$9,053 in 2024 and will be \$9,963 in 2025.

For 2026, per discussion with Jim Karagianis at Industrial Appraisal Company, to update the revaluation of the property the cost would be \$140.00; to do an appraisal the cost would be \$990.00. Since there has been no major building modifications the revaluation was recommended.

Payroll Service: The Fiscal Officer is researching third party payroll systems. Currently Accurate Data in Westlake and Paychex in Cleveland have been identified.

2022 and 2023 Audit: Meghan Jenkins, Senior Audit Manager, sent the Burton Public Library the Engagement Letter for the years ended December 31, 2023 and 2022 via email November 20. Meghan will email and copy the Board. Per the letter the cost for the audit is not expected to exceed \$4,592. A conference call is set for Wednesday, November 27 to start the audit.

Records Retention Schedule: The Ohio History Connection was contacted on October 23, 2024 to see what the status was on the RC-2 which was submitted on October 9. It was forwarded to the Auditor of State and may take up to four (4) more weeks to process.

Open Enrollment for Health, Vision, Dental and Life Insurance: 2025 enrollment is complete for all current employees.

Directors Remarks:

Statistics: Overall it was a good month statistically. Most items were up; computer usage was down.

Children's Art Show: The show was a lot of fun; there were 160 entries.

Staffing Update: Eli Millette's last day is Saturday, November 23. Interviews for his replacement are being conducted.

New Online Catalog: The new online catalog is live. The new App is also available.

Unfinished Business:

***Elevator Modernization Update:** Two (2) responses from the engineers contacted to run the project were received at costs of \$35,000 and \$20,000; this would also require additional legal charges throughout the project. Another option would be to use a co-op that would not require the bidding process.

***Personnel Policy:** Linda Applebaum, Assistant Prosecuting Attorney for Geauga County, reviewed and made suggestions for changes which the Board will review and discuss in December.

***Board Vacancy:** The Board vacancy was discussed. Julie Ziemak submitted a letter of interest for consideration; however, she winters in Florida (January, February and March) and would miss those meetings. Katie will be meeting with Jay Giles in early December to discuss his interest. Matt Wheelock was suggested as a possibility. Katie will contact him to discuss his interest.

New Business:

***Approve Changes to Salary Schedule:** To be discussed in December with Personnel Policy.

***Approve Blanket Transfer Resolution:** In the past authority was given to the Fiscal Officer for transfers up to \$5,000 per transaction to complete all necessary year-end obligations.

56-2024 Judy Starr moved to give authority to the Fiscal Officer to transfer up to \$5,000 per transaction between any needed line items within a fund as needed to pay invoices through year-end. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

***Executive Session:** For the purpose of discussing personnel and salaries.

57-2024 Judy Starr moved to enter Executive Session at 7:43PM for the purpose of discussing personnel and salaries. The motion was seconded by Sue Miller and the Board passed the resolution with the following voice vote:

Judy Starr – Yes Sue Miller – Yes Heather Tromba – Yes

Kristine Thompson – Yes Matt Connors – Yes Dawn Tolchinsky - Yes

The Board came out of Executive Session at 8:10PM.

***Approve Salary Increases for Staff:** The decision was made to increase staff salaries by 3.5 percent with the following:

58-2024 Kristine Thompson moved to increase 2025 staff salaries by 3.5 percent beginning with the first full pay period of January (January 5-18). The motion was seconded by Matt Connors and the Board passed the resolution with the following voice vote:

Kristine Thompson – Yes Matt Connors – Yes Judy Starr – Abstain

Dawn Tolchinsky – Yes Sue Miller – Yes Heather Tromba - Yes

***Temporary Appropriation presented:** The Fiscal Officer presented the following 2025 Temporary Appropriation:

2025 Temporary Appropriations	
Salaries and Benefits	\$739,983.99
Supplies	\$37,500.00
Purchased and Contracted Services	\$202,601.00
Library Materials and Information	\$158,500.00
Capital Outlay	\$12,000.00
Other Objects	\$3,200.00
Contingency	\$30,000.00
General Fund Totals	\$1,183,784.99
June Marie Macek Fund	\$18,750.00
Reading Garden Fund	\$5,000.00
Launch-a-Young Reader Fund	\$2,000.00
Capital Improvements Fund	\$245,000.00
Non-General Funds Total	\$270,750.00
Temporary Appropriations Total All Funds	\$1,454,534.99

59-2024 Matt Connors moved to accept the 2025 Temporary Appropriations as presented. The motion was seconded by Sue Miller and the Board passed the resolution with the following voice vote:

Matt Connors – Yes Sue Miller – Yes Kristine Thompson – Yes
Judy Starr – Yes Dawn Tolchinsky – Yes Heather Tromba - Yes

***Official Request Real Estate Tax Advances:** As required by the Geauga County Auditor's office the following resolution was made:

60-2024 REQUEST FOR ADVANCE OF TAXES COLLECTED
Ohio Revised Code Section 321.34

The Board of Trustees of the Burton Public Library, Geauga County, Ohio, met in regular session on the 21st day of November 2024 at the Burton Public Library with the following members present: Dawn Tolchinsky, Judy Starr, Sue Miller, Matt Connors, Kristine Thompson, and Heather Tromba.

Sue Miller moved and Kristine Thompson seconded the following resolution:
To the Auditor of Geauga County, Ohio, November 21, 2024:
You are hereby requested to issue your warrant upon the County Treasurer of said County, in favor of the Fiscal Officer of the Burton Public Library in said County for the maximum allowable of the current collection of taxes assessed and collected for the closing dates of: February 19, 2025 and July 9, 2025, for and in behalf of the Burton Public Library which shall be held and treated as an advance payment of the current collection of taxes on the Berkshire School District (excluding Thompson and Montville Townships) for the following distribution dates of:

January 27, 2025 February 24, 2025 June 30, 2025 July 14, 2025

as provided by law. The resolution was passed by the following voice vote:

Sue Miller – Yes Kristine Thompson – Yes Matt Connors – Yes
Judy Starr – Yes Dawn Tolchinsky – Yes Heather Tromba - Yes

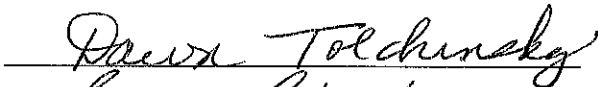
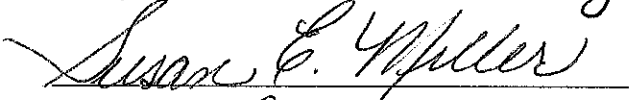

Fund Drive Update: The Annual Fund Drive letter was mailed on November 13, 2024; two (2) donors contributed \$2,025.

Annual Holiday Party: The Board would like to hold a Holiday Luncheon for staff. It was decided that December 11 would be the best day. The luncheon will be held between noon and 2:00PM.

61-2024 Kristine Thompson moved to adjourn the meeting. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

The meeting was adjourned at 8:22PM.

Respectfully submitted,
Marie Schwindl
Fiscal Officer

	President
	Secretary
	Fiscal Officer

Attachment A

Burton Public Library

Financial Statement to the Board of Trustees

Beginning Cash Balance	September 2024	October 2024
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 Beginning Cash Balance	\$ 1,067,059.69	\$ 1,043,172.91
Receipts		
General Fund	\$ 62,378.10	\$ 57,001.56
June Macek Fund	\$ -	\$ -
Reading Garden	\$ -	\$ 100.00
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Receipts	\$ 62,378.10	\$ 57,101.56
Expenses		
General Fund	\$ 85,395.21	\$ 77,546.21
June Macek Fund	\$ 156.68	\$ 1,208.98
Reading Garden	\$ 712.99	\$ 370.00
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ 3,956.25
Total Expenses	\$ 86,264.88	\$ 83,081.44
Ending Cash Balance		
General Fund	\$ 790,336.13	\$ 769,791.48
June Macek Fund	\$ 27,994.53	\$ 26,785.55
Reading Garden	\$ 6,892.65	\$ 6,622.65
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	\$ 206,499.66
Total Ending Cash Balance	\$ 1,043,172.91	\$ 1,017,193.03

*Middlefield Banking Company October savings account interest earned \$177.67.

Rate of Return: 1.21 percent annual yield, month-end balance \$174,244.37.

*MBC October checking account interest received \$301.46.

Rate of Return: 1.21 percent annual yield, month-end balance \$273,922.16.

*STAR Ohio October dividend received \$2,425.06.

Rate of Return: 5.04 percent 30-Day Yield, month-end balance \$569,313.06.