

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Board Organizational Meeting Minutes January 16, 2025

**Present:** Board Members Dawn Tolchinsky, Sue Miller, Judy Starr, Matt Connors and Heather Tromba; Library Director Katie Ringenbach and Fiscal Officer Marie Schwindl; public attendee Jay Giles.

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

### **Board Reorganization:**

- **Election of Officers for the Year 2025:** Dawn Tolchinsky proposed the following slate of Officers: Sue Miller - President, Judy Starr - Vice President and Dawn Tolchinsky - Secretary. There were no other nominations.

**1-2025** Judy Starr moved to accept Sue Miller as President for the year 2025. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board. Sue Miller abstained.

**2-2025** Heather Tromba moved to accept Judy Starr as Vice President for the year 2025. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board. Judy Starr abstained.

**3-2025** Heather Tromba moved to accept Dawn Tolchinsky as Secretary for the year 2025. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board. Dawn Tolchinsky abstained.

Sue Miller officiated the remainder of the meeting.

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

**4-2025** Dawn Tolchinsky moved to rehire Marie Schwindl as Fiscal Officer and to reappoint Caraline Nelson as Deputy Fiscal Officer for 2025. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Marie Schwindl will take the Oath of Office as soon as possible, when Notary Caraline Nelson is available to administer.

- **Approve Bond for Fiscal Officer:** The cost of the required \$50,000 bond provided by Fidelity and Deposit Company of Maryland for the Fiscal Officer is \$193.00 for 2025; for the Deputy Fiscal Officer the cost is \$0 provided by the Ohio Plan for 2025.

**5-2025** Matt Connors moved to approve the 2025 bonds for the Fiscal Officer and Deputy Fiscal Officer at a cost of \$193.00 per year. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

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

**6-2025** Dawn Tolchinsky moved to set the Regular Board meetings at 7:00 PM on the third Thursday of the month, except for August when no meeting is held and the December meeting which will be held the second Thursday of the month at 7:00 PM. Heather Tromba seconded the motion and the resolution was passed unanimously by the Board.

- **Designate Newspaper of Record:**

**7-2025** Heather Tromba moved to designate *The Geauga County Maple Leaf* as the Newspaper of Record for the Burton Public Library. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

- **Appoint Standing Committees:**

**Proposed Standing committees are as follows:**

2025 Salary Committee: Kathy Beten, Dawn Tolchinsky, and Matt Connors (members alternate with the Personnel Committee each year).

2025 Personnel Committee: Heather Tromba, Judy Starr, and Kristine Thompson (members alternate with the Salary Committee each year).

2025 Building Committee: Matt Connors, Lon Miller, and Sean Thompson with Director and Fiscal Officer.

2025 Records Committee: Chair Sue Miller, all available Board members, Director and Fiscal Officer.

**8-2025** Matt Connors moved to approve the Committees as listed above. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

**Meeting Minutes:**

**9-2025** Dawn Tolchinsky moved to accept the December 12, 2024, meeting minutes as presented. Heather Tromba seconded the motion and the resolution was passed unanimously by the board. Matt Connors abstained. Judy Starr abstained.

**Financial Statement:**

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

**10-2025** Dawn Tolchinsky moved to accept the December 2024 Financial Statements. Matt Connors seconded the motion and the resolution was passed unanimously by the board.

**Fiscal Officer's Report:**

**Donations:** Thirty (30) donations to the Annual Fund totaling \$6,595.00 were received since the December 2024 Board Meeting. Five donations exceeded \$249; \$2,500 from William and Margaret Clark Charitable Foundation, \$250 from Don and Marilyn Hornak, \$250 from John and Janice Cipolla, \$250 from Pete and Ruth Spanos, and \$1,000 from Steve Macek.

**11-2025** Judy Starr 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.

## **Directors Remarks:**

### **Statistics:**

\*December circulation and door count were down which makes sense given the weather. Program attendance was also down due to the weather and Eli Millette's, Children's Services Supervisor, departure in November.

\*Annual Circulation was 4.3 percent higher than last year. In 2024 the Library had its highest circulation since 2019. Annual door count was up 4.7 percent but is not close to pre-pandemic (2019-94,555). The Berkshire School moving to the new location has had the greatest impact. However, the Library had the most 300+ visitor days since 2020 (41 days in total). Annually programming was at 10,794, up 17% over last year. This is still about 5,000 less than 2019 when the Outreach Librarian was at the school during the academic years 2018-2020, but more than 2017 and prior years. Next year it will most likely be less due to the staffing vacancies. Overall 2024 was a really good year.

### **Staffing Update:**

\*Adult Services Supervisor, Alicia Evans, has turned in her notice. Her last day is February 15, 2025. After brainstorming with the leadership team, Katie Ringenbach proposed making Colton Provens (currently Adult Services Assistant 20 hours a week) 40 hours a week at the Librarian 1 level. Librarian 1 requires an MLS and no experience or a Bachelor's degree combined with relevant experience. Currently the department has a combined 52 hours. There was some discussion with the Board and a consensus was reached regarding the proposal.

\*Three (3) interviews have been conducted for Children's Services Supervisor; the position was offered to two (2) of the candidates, both declined. An interview is scheduled for January 21 with a candidate who does not have a BA in education or a MLIS, but does have library experience.

\*Closed one hour early for snow on Friday, January 3 at 4PM.

\*Book sales in March on all Sundays and one (1) Saturday.

\*County Commissioner Jim Dvorak is coordinating Geauga's efforts to celebrate America's 250<sup>th</sup> birthday in 2026. Katie attended a meeting this week.

\*Katie met with Geauga County Public Library Director Kris Carrol last week and discussed the Public Library Fund (PLF) distribution; both agreed they are happy with the current distribution.

### **Unfinished Business:**

\***Elevator Modernization Update:** Otis Elevator increased the cost of its proposal from \$180,450 to \$187,475. TK Elevator intends to come out next week to review the work in order to submit a proposal.

\***Board Vacancy:** House Bill (HB) 257 (Virtual Meetings), legislation which allows certain public boards, including public library boards, to hold and attend meetings by video conference, passed during the lame duck session last month. The bill was signed by the governor. HB 257 will go into effect April 9, 2025. OLC is currently preparing information for libraries on what specific actions need to be taken by their boards to comply with the bill.

Dawn Tolchinsky reached out to Mandy Randles, Berkshire Middle School Principal, regarding the opening on the Burton Public Library Board for a dedicated parent with school-aged children. Mrs. Randles will put a notice in the Berkshire Middle School Newsletter. Any interest is to be emailed to Dawn. Heather Tromba shared the notice which appeared in the newsletter on January 16.

**\*Audit Fraud Questionnaire:** Dawn Tolchinsky asked if there were any open issues with the completion of the fraud questionnaires requested by the auditors of certain library personnel. Marie Schwindl spoke with Megan Jenkins, Senior Audit Manager, who said that only 2 (two) individuals had not returned them. Megan said that they could complete them with her during a phone call rather than complete the forms. Both Kathy Beten and Judy Starr completed them with a phone call.

**New Business:**

\*None discussed.

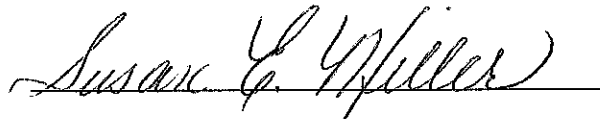
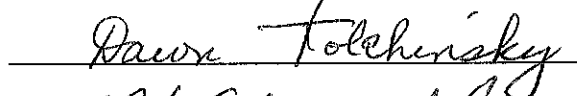

**Fund Drive Update:** To date the Fund Drive has received \$18,330 from 82 donors.

**Public Comments:** Jay Giles stated that he came to the meeting as a potential candidate for the open Board position. However, he stated he understood actively seeking someone with school-aged children. Jay said that he had spoken with Katie Ringenbach on several occasions about the Board opening and had enjoyed the discussions.

**12-2025** Heather Tromba moved to adjourn the meeting. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

The meeting was adjourned at 7:35PM.

Respectfully submitted,  
Marie Schwindl  
Fiscal Officer

President

Secretary

Fiscal Officer

## Attachment A

<b>Burton Public Library</b>		
<b>Financial Statement to the Board of Trustees</b>		
<b>Beginning Cash Balance</b>	<b>November 2024</b>	<b>December 2024</b>
General Fund	\$ 769,791.48	\$ 725,479.74
June Macek Fund	\$ 26,785.55	\$ 26,700.84
Reading Garden	\$ 6,622.65	\$ 6,613.56
Launch a Young Reader	\$ 3,660.89	\$ 3,696.89
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 206,499.66	\$ 206,499.66
<b>Total Beginning Cash Balance</b>	<b>\$ 1,017,193.03</b>	<b>\$ 972,823.49</b>
<b>Receipts</b>		
General Fund	\$ 60,141.22	\$ 76,933.02
June Macek Fund	\$ -	\$ -
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ 36.00	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
<b>Total Receipts</b>	<b>\$ 60,177.22</b>	<b>\$ 76,933.02</b>
<b>Expenses</b>		
General Fund	\$ 104,452.96	\$ 77,231.49
June Macek Fund	\$ 84.71	\$ 715.39
Reading Garden	\$ 9.09	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 104,546.76</b>	<b>\$ 77,946.88</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 725,479.74	\$ 725,181.27
June Macek Fund	\$ 26,700.84	\$ 25,985.45
Reading Garden	\$ 6,613.56	\$ 6,613.56
Launch a Young Reader	\$ 3,696.89	\$ 3,696.89
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 206,499.66	\$ 206,499.66
<b>Total Ending Cash Balance</b>	<b>\$ 972,823.49</b>	<b>\$ 971,809.63</b>
*Middlefield Banking Company December savings account interest paid \$527.82.		
Rate of Return: 1.21 percent annual yield, month-end balance \$174,772.19.		
*MBC December checking account interest received \$153.62.		
Rate of Return: .70 percent annual yield, month-end balance \$230,895.53.		
*STAR Ohio December dividend received \$2,281.73.		
Rate of Return: 4.70 percent 30-Day Yield, month-end balance \$573,865.63.		