

# **BURTON PUBLIC LIBRARY BOARD OF TRUSTEES**

## **Board Meeting Minutes December 12, 2024**

**Present:** Board Members Dawn Tolchinsky, Sue Miller, Kristine Thompson, and Heather Tromba; Library Director Katie Ringenbach and Fiscal Officer Marie Schwindl; no public attended.

The meeting was called to order at 7:02 PM by Dawn Tolchinsky.

### **Meeting Minutes:**

**62-2024** Heather Tromba moved to accept the November 21, 2024, meeting minutes as presented. Kristine Thompson seconded the motion and the resolution was passed unanimously by the board.

### **Financial Statement:**

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

**63-2024** Sue Miller moved to accept the November 2024 Financial Statements. Kristine Thompson seconded the motion and the resolution was passed unanimously by the board.

### **Fiscal Officer's Report:**

**Donations:** Fifty-seven donations totaling \$11,520.50 were received since the November 2024 Board Meeting. Eleven Annual Fund donations exceeded \$249; \$250 from Andy and Linda Baker, \$250 from Tom and Tina Mooney, \$250 from Becky Strong, \$300 from Curt and Kathy Johnson, \$500 from Elmer Bollinger, \$500 from Dave and Karen Braun, \$500 from John Epprecht, \$500 from Jim and Lora Myers, \$500 from Kathy Schaefer, \$600 from Pat Sutter, \$2,500 from Michael and Kareen Caputo. One (1) General Fund donation exceeded \$249; \$1,535.50 from the Grace L. Cone Trust Fund.

**64-2024** Heather Tromba moved to accept the donations exceeding \$249 as listed above. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

**2022 and 2023 Audit:** Michael Toma, Assistant Auditor, was on-site at the Library on December 12 auditing.

**Cleaning Companies:** Three (3) cleaning services were contacted and came to the Library to go over the scope of the work. Each prepared a bid for three (3) days cleaning a week, providing the cleaning supplies and equipment, and restocking the bathroom paper and soap (Burton Public Library (BPL) would supply the bathroom paper and soap).

The bids were as follows:

Smylies, Middlefield, OH	\$1,860/\$22,320
Geauga Cleaning and Organizing, Chardon, OH	\$1,680/\$20,160
Scioto Services, Corporate Columbus, OH	\$1,230/\$14,760

After some discussion a consensus was reached to go with Scioto.

**Directors Remarks:**

**Statistics:** Statistics are on track for year-end.

**Staffing Update:** The search for the new Children's Services Supervisor is ongoing. An individual has been offered the position today. Katie has not heard back from the individual.

Katie thanked the Board for the staff Christmas luncheon that was held on December 11, 2024.

Dawn Tolchinsky was officially reappointed to the Burton Public Library Board by the Berkshire School Board on Monday, December 9, 2024.

**Unfinished Business:**

**\*Board Vacancy:** Matt Wheelock was contacted to see if he had an interest in being on the Board; he responded saying that his plate was full but thanked Katie for the consideration. Katie met with Jay Giles and he said that he was interested but would require full indemnification from liability, which is not possible.

**\*Elevator Modernization Update:** Katie contacted Tim Pool, Director of Engineering at Tec Inc. Engineering and Design, asking if BPL uses a purchase cooperative would Tec Inc. oversee the construction administration phase of the project. Tim responded that yes Tec Inc. would be willing to work with BPL in this capacity.

Katie will contact both co-ops that have different elevator contractors and ask for quotes.

**\*Personnel Policy:** The Personnel Policy, showing the suggested additional changes and comments from Linda Applebaum, Assistant Prosecuting Attorney for Geauga County, was discussed.

**65-2024** Sue Miller moved to accept the changes to the Personnel Policy. Kristine Thompson seconded the motion and the resolution was passed unanimously by the board.

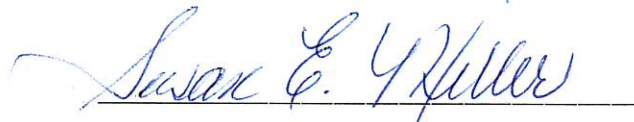
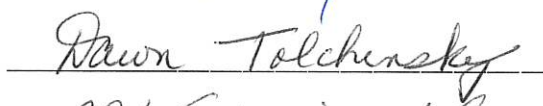
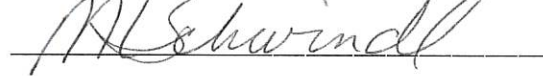
**New Business:** None reported.

**Fund Drive Update:** To date the Fund Drive has received \$11,860 from 55 donors.

**66-2024** Heather Tromba moved to adjourn the meeting. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

The meeting was adjourned at 8:02PM.

Respectfully submitted,  
Marie Schwindl  
Fiscal Officer

President

Secretary

Fiscal Officer

DECEMBER 2024

## Attachment A

# Burton Public Library

## Financial Statement to the Board of Trustees

<b>Beginning Cash Balance</b>	<b>October 2024</b>	<b>November 2024</b>
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
<b>Total Beginning Cash Balance</b>	<b>\$ 1,043,172.91</b>	<b>\$ 1,017,193.03</b>
<b>Receipts</b>		
General Fund	\$ 57,001.56	\$ 60,141.22
June Macek Fund	\$ -	\$ -
Reading Garden	\$ 100.00	\$ -
Launch a Young Reader	\$ -	\$ 36.00
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
<b>Total Receipts</b>	<b>\$ 57,101.56</b>	<b>\$ 60,177.22</b>
<b>Expenses</b>		
General Fund	\$ 77,546.21	\$ 104,452.96
June Macek Fund	\$ 1,208.98	\$ 84.71
Reading Garden	\$ 370.00	\$ 9.09
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ 3,956.25	\$ -
<b>Total Expenses</b>	<b>\$ 83,081.44</b>	<b>\$ 104,546.76</b>
<b>Ending Cash Balance</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 Ending Cash Balance</b>	<b>\$ 1,017,193.03</b>	<b>\$ 972,823.49</b>

\*Middlefield Banking Company November savings account interest earned \$166.21.

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

\*MBC November checking account interest received \$147.07.

Rate of Return: .70 percent annual yield, month-end balance \$247,412.07.

\*STAR Ohio November dividend received \$2,270.84.

Rate of Return: 4.86 percent 30-Day Yield, month-end balance \$571,583.90.