

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

**Board Meeting Minutes
February 20, 2025**

Present: Board Members Sue Miller, Judy Starr, Dawn Tolchinsky, Matt Connors and Kristine Thompson; Library Director Katie Ringenbach and Fiscal Officer Marie Schwindl; public attendee Laura Maike.

The meeting was called to order at 7:00PM by Sue Miller.

Meeting Minutes:

13-2025 Dawn Tolchinsky moved to accept the January 16, 2025 meeting minutes as presented. Judy Starr seconded the motion and the resolution was passed unanimously by the board. Kristine Thompson abstained.

Financial Statement:

Discussion took place regarding the financial statements for January 2025, Attachment A.

14-2025 Kristine Thompson moved to accept the January 2025 Financial Statements. Matt Connors seconded the motion and the resolution was passed unanimously by the board.

Fiscal Officer's Report:

Donations: Four (4) donations to the Annual Fund totaling \$514.53 were received since the January 2025 Board Meeting. One (1) donation exceeded \$249; \$353.53 from the James Endowment Foundation.

15-2025 Dawn Tolchinsky moved to accept the donations exceeding \$249 as listed above. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

2022-2023 Audit Update: Meghan Jenkins, Senior Audit Manager, sent an email February 19 stating that the audit should be complete in about three (3) weeks. Meghan asked if the Board would prefer a formal exit conference or receiving the audit results via email. After some discussion the Board reached a consensus to receive the results via email if there are no material issues with the audit.

Record Retention Schedule (RC-2): The approved RC-2 was received on February 6.

OLC Library Trustee Workshop: An OLC Library Trustee Workshop is being offered on March 8 in-person or online.

OLC CPIM – Public Library Fiscal Officer Conference: The 2025 Conference will be held on May 1 and 2 in Lewis Center, Ohio. Marie Schwindl requested approval to attend the conference.

16-2025 Dawn Tolchinsky moved to accept the request for Marie Schwindl to attend the Public Library Fiscal Officer Conference as referenced above. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

Scioto Cleaning Services: Service is to begin the week of March 3.

Certified Public Records Training: Katie Ringenbach and Marie Schwindl attended Certified Public Records Training on February 13.

Directors Remarks:

Statistics: Statistics are down for the month; circulation is down, door count is down 20 percent. January's weather was much worse than last year and the Library has been operating without a Children's Librarian. Adult Programming is up over last January.

Staffing Update: Adult Services Supervisor, Alicia Evans's last day was February 15. Colton Provens, the new Adult Services Supervisor, transitioned to full time starting February 17.

The Children's Librarian position remains unfilled. Katie Ringenbach has spoken with both Halcyon Domanski and Amy Minor, Youth Services Assistants, and both are willing to take on more hours during the summer for Youth Programming.

Strategic Plan Update: Katie has requested the Library be put on the list with the state for a strategic plan consultant; the Library is twelfth on the list with a start date projected for early 2026.

Public Library Fund: Katie is going to advocate for the suggested PLF increase by the OLC.

Delayed Opening: February 6 due to ice.

Unfinished Business:

***Elevator Modernization Update:** Katie Ringenbach and Sue Miller attended the Rotary Meeting on February 5 by invitation to give a presentation on the elevator. The group was very engaged and asked many questions. Sue gave a presentation on the history of the Library that was very well received.

The quote from TK Elevator was received at \$198,677; the Otis quote is \$187,475. Katie will forward the Otis quote to Linda Applebaum, Assistant Prosecuting Attorney for Geauga County, for review.

The Village has indicated that there are grants available through it that may be available to provide monies for the elevator. Katie is looking into this.

***Board Vacancy:** Candidate Laura Maike was present and asked what were the expectations for the open position. Laura has three (3) children in the school system and the family frequents the Burton Public Library. Her family resides in Troy Township.

Discussion ensued regarding the Board's responsibilities.

New Business:

***By-Laws Review:** Two changes were proposed by Marie; 1) on page 2, the first sentence of the Library Fiscal Officer, remove "as a member of the Board", and 2) on page 3, section VI., A., second paragraph, second sentence, add "email" before 'address designated by Board member one week prior to the regular scheduled meeting'.

17-2025 Kristine Thompson moved to accept the proposed changes to the By-Laws as listed above. Matt Connors seconded the motion and the resolution was passed unanimously by the board.

***Investment Policy Review:** No changes were proposed.

***Approve Permanent Appropriations:** The Fiscal Officer presented the Permanent Appropriations for 2025 (copy below). A discussion resulted in the following resolution:

18-2025 Annual Permanent Appropriations Approval

The Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, met in Regular Session on the 20th day of February, 2025, at the Burton Public Library with the following members present:

Sue Miller	Judy Starr	Dawn Tolchinsky
Matt Connors	Kristine Thompson	

Matt Connors moved to adopt the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that receipt of the Amended Certificate of the County Budget Commission of Estimated Resources from the County Auditor including resources meeting or exceeding \$2,028,353.88, for all funds,

BE IT FURTHER RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2025, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

General Fund	
Salaries and Benefits	\$713,629.03
Supplies	\$38,500.00
Purchased and Contracted Services	\$218,001.00
Library Materials and Information	\$158,500.00
Capital Outlay	\$42,000.00
Other Objects	\$3,400.00
Contingency	\$50,000.00
General Fund Totals	\$1,224,030.03
Special Revenue Funds	
June Marie Macek Fund	\$17,925.00
Reading Garden Fund	\$5,000.00
Launch-a-Young Reader Fund	\$3,650.00
Pfouts Memorial Fund	\$3,832.80
Special Revenue Funds Total	\$30,407.80
Capital Improvements Fund	\$206,499.66
Non-General Funds Total	\$236,907.46
Permanent Appropriations Total All Funds	\$1,460,937.49

Dawn Tolchinsky seconded the Resolution and the roll called for its adoption; the vote was as follows:

Matt Connors ☐ Yes___ Dawn Tolchinsky ☐ Yes___ Sue Miller ☐ Yes___
Judy Starr ☐ Yes___ Kristine Thompson ☐ Yes___

Fund Drive Update: To date the Fund Drive has received \$18,465 from 84 donors.

Public Comments: No additional comments.

19-2025 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 7:51 PM.

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	December 2024	January 2025
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
Total Beginning Cash Balance	\$ 972,823.49	\$ 971,809.63
Receipts		
General Fund	\$ 76,933.02	\$ 68,080.03
June Macek Fund	\$ -	\$ -
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Receipts	\$ 76,933.02	\$ 68,080.03
Expenses		
General Fund	\$ 77,231.49	\$ 65,311.80
June Macek Fund	\$ 715.39	\$ -
Reading Garden	\$ -	\$ 803.88
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 77,946.88	\$ 66,115.68
Ending Cash Balance		
General Fund	\$ 725,181.27	\$ 727,949.50
June Macek Fund	\$ 25,985.45	\$ 25,985.45
Reading Garden	\$ 6,613.56	\$ 5,809.68
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
Total Ending Cash Balance	\$ 971,809.63	\$ 973,773.98
*Middlefield Banking Company January savings account interest earned \$178.21. Rate of Return: 1.21 percent annual yield, month-end balance \$174,772.19.		
*MBC January checking account interest received \$139.28. Rate of Return: .70 percent annual yield, month-end balance \$224,151.99.		
*STAR Ohio January dividend received \$2,208.48. Rate of Return: 4.53 percent 30-Day Yield, month-end balance \$576,074.11.		