

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Records Commission Meeting Minutes September 19, 2024

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

The meeting was called to order at 6:50 PM by Sue Miller.

The Record Retention Schedule was reviewed and changes presented.

42-2024 Kathy Beten moved to adjourn the meeting. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

Board Meeting Minutes September 19, 2024

Present: Board Members Dawn Tolchinsky, Judy Starr, Kathy Beten, Sue Miller, Kristine Thompson, Matt Connors; Library Director Katie Ringenbach and Fiscal Officer Marie Schwindl; Heather Tromba and Evan Tromba from the public attended part of the meeting.

The meeting was called to order at 7:03 PM by Dawn Tolchinsky.

Meeting Minutes:

43-2024 Kristine Thompson moved to accept the July 25, 2024, meeting minutes as presented. Judy Starr seconded the motion and the resolution was passed unanimously by the board.

Financial Statement:

Discussion took place regarding the financial statements for July and August 2024, Attachment A & B respectively.

44-2024 Sue Miller moved to accept the July and August 2024 Financial Statements. Matt Connors seconded the motion and the resolution was passed unanimously by the board.

Fiscal Officer's Report:

Donations: Thirty-three donations totaling \$4,743 were received since the July 2024 Board Meeting. Three (3) donations exceeded \$249: \$250 from Jay and Sue Giles in memory of Joyce Imhof, \$250 from Richard and Linda Walter in memory of Forrest Burt and \$2,172 from the Jewish Federation of Cleveland in memory of Herbert & Marianna Luxenberg for the Reading Garden. A total of \$1,950 was given in memory of Forrest Burt.

45-2024 Kathy Beten moved to accept the three (3) donations exceeding \$249 as listed above. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

2025 Tax Budget Update: On August 20, Dawn Tolchinsky, Katie Ringenbach and Marie Schwindl attended the 2025 Tax Budget Hearing. The budget was approved and there were no questions from the Commission.

Contract Review: Reviewed the contract information for electricity, natural gas and waste removal. A consensus was reached by all to proceed with three (3) year contracts for both electricity and natural gas. For the two (2) 36 month options for electricity, the capacity rate adjustment was chosen. Regarding waste removal Dumpster Bandit is significantly lower than Waste Management; Marie will pursue the cost to change companies.

Directors Remarks:

Statistics: Overall doing well. The Summer Adult Reading Program had 116 participants this year; last year 45 adults enrolled. The Youth Reading Program also increased over the prior year. August circulation was slightly down; year to date 2024 up 4.6% over 2023.

Staffing Update: Bob Stratton, Maintenance Assistant, has been working primarily Saturdays to help with the transition; his final day is Saturday, September 21. Steve Wilcox, Maintenance Supervisor, is retiring on October 15. Gennah Brown, who is replacing Steve, needs some time to get established and see what is required to do the job prior to replacing the Maintenance Assistant. Some concern was expressed regarding clearing the walks of snow during the winter; Katie Ringenbach is to pursue options.

Sarah Dacek, Halli Plimi's replacement in Circulation, started August 5. Madi Wagner, Page, is going to work in Home Services for 12 hours weekly beginning in October. Stella Morgan has accepted a Page position; she is currently obtaining a work permit. Sharon Wilds has accepted a position in Circulation/Home Services; she is currently obtaining a background check. With these hires all positions are filled except Maintenance Assistant.

Staff Day is October 14. The community field trip will be to the School Yard Studio for a tour at 10:00 AM.

Storm August 6: The storm damaged the elm requiring pruning of broken branches. One (1) of the new windows leaked significantly; Gunton will repair.

Unfinished Business:

***Elevator Modernization Update** CBLH Design recused themselves from the project stating that an Engineering firm is required. Jae Cho, CBLH Architect, provided three (3) engineering firms' contact information who are interested in working with us. Laura Bowman from Bricker Graydon is drafting an agreement between the Owner and Engineer. Katie will forward the agreement to the three (3) firms as soon as possible.

***Personnel Policy** The Personnel Policy was discussed. No changes were requested. Katie will send the policy to Linda Applebaum, Assistant Prosecuting Attorney for Geauga County, for her review to ensure that we are in compliance with all laws and/or regulations.

***Board Vacancies** The Board vacancies were discussed. New appointments must be filled not later than 45 days after the date a member's term expires or after the date a vacancy occurs (Section 3375.15 Ohio Revised Code). The Berkshire Board of Education's next board meeting is October 14.

Heather Tromba and her son Evan joined the meeting at 7:40 PM. Discussion ensued regarding Heather filling Forrest Burt's unexpired term and that timing was of the essence. Heather stated that she feels she can make the commitment.

Katie will notify Beth McCaffrey, Treasurer of Berkshire Local School District, that the Burton Public Library Board requests that the Berkshire Board of Education appoints Heather Tromba to fill the unexpired term of Forrest Burt.

Kathy Beten will remain on the Board until a replacement is found. Other suggestions for appointment were Scott Ronyak, Mallory Stone; Katie Ringenbach is attending a Legal Aid Society Meeting next week and will see if any local lawyers have any interest.

Katie Ringenbach stated that Forrest Burt had been the Vice President on the Board, and as such also a check signer.

46-2024 Kristine Thompson nominated Judy Starr to be Vice President. The nomination was seconded by Matt Connors and the resolution was passed unanimously by the Board.

New Business:

47-2024 Judy Starr made a motion to accept the proposed changes of the Records Commission to the Record Retention Schedule. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

2025 Salary Schedule: The proposed 2025 Salary Schedule was distributed to the Salary Committee, Kristine Thompson and Judy Starr, and the remaining Board for review.

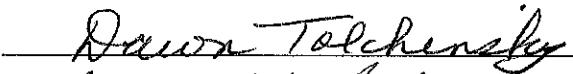
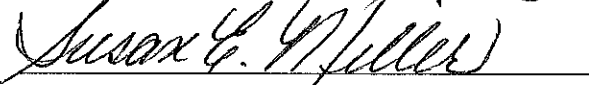
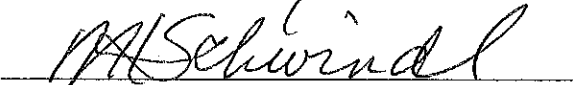
Fund Drive Update: To date the Fund Drive has received \$18,220 from 86 donors. Katie Ringenbach has started drafting the Fund Drive letter. Sue Miller has volunteered to work with Katie on the annual Fund Drive Committee as the Board Representative.

Public Comments: Evan Tromba stated "Yes" when asked if he liked our library.

48-2024 Kathy Beten 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 7:57 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	June 2024	July 2024
General Fund	\$ 722,792.98	\$ 691,312.17
June Macek Fund	\$ 29,283.29	\$ 28,895.36
Reading Garden	\$ 6,243.64	\$ 6,243.64
Launch a Young Reader	\$ 3,470.54	\$ 3,470.54
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 375,053.06	\$ 374,553.06
Total Beginning Cash Balance	\$ 1,140,676.31	\$ 1,108,307.57
Receipts		
General Fund	\$ 60,575.77	\$ 175,688.26
June Macek Fund	\$ -	\$ -
Reading Garden	\$ -	\$ 150.00
Launch a Young Reader	\$ -	\$ 190.35
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Receipts	\$ 60,575.77	\$ 176,028.61
Expenses		
General Fund	\$ 92,056.58	\$ 86,123.71
June Macek Fund	\$ 387.93	\$ 247.50
Reading Garden	\$ -	\$ 920.00
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ 500.00	\$ 164,097.15
Total Expenses	\$ 92,944.51	\$ 251,388.36
Ending Cash Balance		
General Fund	\$ 691,312.17	\$ 780,876.72
June Macek Fund	\$ 28,895.36	\$ 28,647.86
Reading Garden	\$ 6,243.64	\$ 5,473.64
Launch a Young Reader	\$ 3,470.54	\$ 3,660.89
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 374,553.06	\$ 210,455.91
Total Ending Cash Balance	\$ 1,108,307.57	\$ 1,032,947.82
<p>*Middlefield Banking Company July savings account interest earned \$188.56. Rate of Return: 1.21 percent annual yield, month-end balance \$173,706.72.</p> <p>*MBC July checking account interest received \$453.48. Rate of Return: 1.21 percent annual yield, month-end balance \$305,106.56.</p> <p>*STAR Ohio July dividend received \$2,578.45. Rate of Return: 5.43 percent 30-Day Yield, month-end balance \$561,846.78.</p>		

Attachment B

Burton Public Library

Financial Statement to the Board of Trustees

Beginning Cash Balance	July 2024	August 2024
General Fund	\$ 691,312.17	\$ 780,876.72
June Macek Fund	\$ 28,895.36	\$ 28,647.86
Reading Garden	\$ 6,243.64	\$ 5,473.64
Launch a Young Reader	\$ 3,470.54	\$ 3,660.89
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 374,553.06	\$ 210,455.91
Total Beginning Cash Balance	\$ 1,108,307.57	\$ 1,032,947.82
Receipts		
General Fund	\$ 175,688.26	\$ 111,914.90
June Macek Fund	\$ -	\$ -
Reading Garden	\$ 150.00	\$ 2,172.00
Launch a Young Reader	\$ 190.35	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Receipts	\$ 176,028.61	\$ 114,086.90
Expenses		
General Fund	\$ 86,123.71	\$ 79,438.38
June Macek Fund	\$ 247.50	\$ 496.65
Reading Garden	\$ 920.00	\$ 40.00
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ 164,097.15	\$ -
Total Expenses	\$ 251,388.36	\$ 79,975.03
Ending Cash Balance		
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 Ending Cash Balance	\$ 1,032,947.82	\$ 1,067,059.69

*Middlefield Banking Company August savings account interest earned \$171.41.

Rate of Return: 1.21 percent annual yield, month-end balance \$173,706.72.

*MBC August checking account interest received \$330.83.

Rate of Return: 1.21 percent annual yield, month-end balance \$329,322.31.

*STAR Ohio July dividend received \$2,587.76.

Rate of Return: 5.42 percent 30-Day Yield, month-end balance \$564,434.54.