

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes
April 17, 2025

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

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

Meeting Minutes:

23-2025 Dawn Tolchinsky moved to accept the March 20, 2025 meeting minutes as presented. Judy Starr seconded the motion and the resolution was passed unanimously by the Board. Matt Connors abstained.

Financial Statement:

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

24-2025 Matt Connors moved to accept the March 2025 Financial Statements. Kristine Thompson seconded the motion and the resolution was passed unanimously by the Board.

Fiscal Officer's Report:

Donations: One donation to the Launch-A-Young Reader Fund totaling \$27.00 was received since the March 2025 Board Meeting.

2022-2023 Audit Update: Meghan Jenkins, Senior Audit Manager, sent an email April 10 to the Board with the audit results in lieu of an exit interview. The final audit report should be released from Columbus in the next two to three weeks.

Payroll Companies: Six different payroll companies were reviewed. Ahola and Paychex were chosen as the top choices by both Marie Schwindl and Katie Ringenbach. Ahola is the first choice; will ask whether a contract is required by them.

Budget Hearing May 15: The Budget Hearing for the 2026 Tax Budget will be held May 15 at 6:45PM.

Directors Remarks:

Statistics: Statistics were not as low as last month. Adult programming is actually higher. The low Youth programming stats can be attributed to the position for the Youth Supervisor remaining unfilled.

Staffing Update: Youth Supervisor vacancy remains unfilled, not from lack of trying. Amy Minor, Reference Professional, turned in her notice and her last day was April 9, 2025. The search will continue to fill both of these positions.

Library Funding: A general discussion ensued regarding library funding from the state for the PLF for the next two years.

Book Club Article Maple Leaf: An article about the Burton Public Library Book Club was front page news in the Maple Leaf on March 27, 2025.

Summer Reading Kickoff: Summer Reading Kickoff is set for June 2 at 1:00PM.

Unfinished Business:

***Elevator Modernization Update:** Katie Ringenbach will submit the Geauga County grant for the elevator modernization April 18. There is a public hearing on May 20 which Katie will attend if the grant is picked as one of the finalists. The Geauga County Commissioners will be choosing the recipients of the grant. Only two grants will be funded. State approval will be completed on June 11.

***Board Vacancy:** Discussion ensued regarding the board vacancy to be filled as Kathy Beten would like to step down.

25-2025 Heather Tromba made a motion to nominate Julie Ziemak to the Burton Public Library Board of Trustees. Judy Starr seconded the motion and the Board passed the resolution with the following voice vote:

Heather Tromba – Yes	Judy Starr – Yes	Dawn Tolchinsky – No
Sue Miller – Yes	Matt Connors – Yes	Kristine Thompson – Yes

Katie Ringenbach will notify Beth McCaffrey, Treasurer of Berkshire Local School District, that the Burton Public Library Board requests that the Berkshire Board of Education appoints Julie Ziemak to fill the unexpired term of Kathy Beten.

New Business:

Virtual Meetings Policy: Tabled for next meeting as the whole policy was not presented.

Fund Drive Update: To date the Fund Drive has received \$18,665 from 86 donors.

Public Comments: No public present.

26-2025 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 8:03PM.

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	February 2025	March 2025
General Fund	\$ 727,949.50	\$ 830,435.84
June Macek Fund	\$ 25,985.45	\$ 22,899.25
Reading Garden	\$ 5,809.68	\$ 5,789.72
Launch a Young Reader	\$ 3,696.89	\$ 3,722.89
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 206,499.66	\$ 206,499.66
Total Beginning Cash Balance	\$ 973,773.98	\$ 1,073,180.16
Receipts		
General Fund	\$ 177,000.12	\$ 166,532.38
June Macek Fund	\$ -	\$ -
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ 26.00	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Receipts	\$ 177,026.12	\$ 166,532.38
Expenses		
General Fund	\$ 74,513.78	\$ 72,607.64
June Macek Fund	\$ 3,086.20	\$ 65.00
Reading Garden	\$ 19.96	\$ 59.96
Launch a Young Reader	\$ -	\$ 562.92
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 77,619.94	\$ 73,295.52
Ending Cash Balance		
General Fund	\$ 830,435.84	\$ 924,360.58
June Macek Fund	\$ 22,899.25	\$ 22,834.25
Reading Garden	\$ 5,789.72	\$ 5,729.76
Launch a Young Reader	\$ 3,722.89	\$ 3,159.97
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 206,499.66	\$ 206,499.66
Total Ending Cash Balance	\$ 1,073,180.16	\$ 1,166,417.02
*Middlefield Banking Company March savings account interest received \$517.89.		
Rate of Return: 1.21 percent annual yield, month-end balance \$175,290.08.		
*MBC March checking account interest received \$228.53.		
Rate of Return: .70 percent annual yield, month-end balance \$414,935.84.		
*STAR Ohio March dividend received \$2,190.91.		
Rate of Return: 4.46 percent 30-Day Yield, month-end balance \$580,249.82.		

