BURTON PUBLIC LIBRARY
BOARD OF TRUSTEES

Board Meeting Minutes
February 19, 2026

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

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

Meeting Minutes:

14-2026 Dawn Tolchinsky moved to accept the corrected January 29, 2026 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 January 2026, Attachment A.

15-2026 Kristine Thompson moved to accept the January 2026 Financial Statements. Matt Connors seconded the motion and the resolution was passed unanimously by the board.

Fiscal Officer's Report:

Donations: Six (6) donations to the Annual Fund totaling $748 were received since the January 2026 Board Meeting. One (1) donation exceeded $249; $398 from the James Endowment Foundation.

16-2026 Judy Starr moved to accept the donation exceeding $249 as listed above. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Middlefield Bank Company: The Middlefield Bank Company will merge with Farmers National Bank of Canfield as of Monday, March 2, 2026. The system conversion is scheduled to take place in August 2026.

Ohio Library Council (OLC): Multiple emails in February from the OLC have addressed the issues surrounding Local Property Tax Abolishment.

Directors Remarks:
Statistics: January circulation was up. The door counter is still down; communication to get it fixed is ongoing.

Staffing Update: The Page position has been offered to an individual who has accepted and is currently in the process of completing the background check.

Cleaning Service: Scioto's cleaning service was not acceptable and after repeated attempts to work with them their last day was February 2. Discussion ensued regarding Geauga Cleaners and a consensus was reached to move forward with them.

Strategic Plan Update: The surveys were removed. The close date for the survey will be in the next week.

Cyber Security: BPL is required to have a policy for cyber security in place on July 1, 2026. Clevnet is supplying the part of the policy pertaining to their services by March 31; Katie will take what Clevnet sends and modify it to Burton Public Library and present it to the Board in April for changes and/or approval.

Unfinished Business:

Elevator Modernization Update/Repair: Discussion ensued regarding Otis and their fees for the current repair to the elevator door and regular maintenance visits. Further discussion will take place with Otis prior to paying them. Regarding the modernization, Elaine Malkamaki, Project Manager at Geauga County Community & Economic Development, suggested that the Library have the specifications for the bidding completed so that the project could be sent out for bidding as soon as the County received final approval from the state. Katie received a contact from Gary, Maintenance Serviceman from Otis, regarding Consulting Services for the elevator. Katie spoke with Mike Pytash, a consultant at Lerch Bates. Mike provided a three-phase proposal, covering the project from start to finish. All three phases for Lerch Bates, preparation of specifications for bidding, and oversight of the project from start to finish, totaled $13,800. Discussion ensued regarding the proposal.

17-2026 Matt Connors moved to accept the Lerch Bates proposal for $13,800 as discussed above. Dawn Tolchinsky seconded the motion and the resolution was passed in the following roll call vote:

Matt Connors – Yes	Dawn Tolchinsky – Yes	Sue Miller – Yes
Judy Starr – Yes	Kristine Thompson - Yes	

CBLH Update: The Burton Public Library 25-22002 Building Assessment was emailed to all Board members for review. Discussion regarding the assessment will take place during the March meeting.

New Business:

By-Laws Review: No changes were proposed.

Investment Policy Review: No changes were proposed.

Approve Permanent Appropriations: The Fiscal Officer presented the Permanent Appropriations for 2026 (copy below). A discussion resulted in the following resolution:

18-2026 Annual Permanent Appropriations Approval

The Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, met in Regular Session on the 19th day of February, 2026, at the Burton Public Library with the following members present:

Sue Miller	Judy Starr	Dawn Tolchinsky
Matt Connors	Kristine Thompson	

Kristine Thompson 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 $2,167,226.51, 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, 2026, 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:

Burton Public Library	
2026 Permanent Appropriations	
General Fund	
Salaries and Benefits	**$729,406.65**
Supplies	**$38,500.00**
Purchased and Contracted Services	**$233,851.00**
Library Materials and Information	**$159,500.00**
Capital Outlay	**$82,000.00**
Other Objects	**$3,500.00**
Contingency	**$50,000.00**
General Fund Totals	**$1,296,757.65**
Special Revenue Funds	
June Marie Macek Fund	**$17,780.00**
Reading Garden Fund	**$5,000.00**
Launch-a-Young Reader Fund	**$2,500.00**
Special Revenue Funds Total	**$25,280.00**
Capital Improvements Fund	**$190,199.66**
Non-General Funds Total	**$215,479.66**
Permanent Appropriations Total All Funds	**$1,512,237.31**

Judy Starr seconded the Resolution and the roll called for its adoption; the vote was as follows:

Kristine Thompson - Yes
Judy Starr – Yes
Matt Connors - Yes
Dawn Tolchinsky – Yes
Sue Miller - Yes

Fund Drive Update: To date the Fund Drive has received $20,573 from 87 donors.

Public Comments: Great job.

19-2026 Dawn Tolchinsky 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 7:43PM.

Respectfully submitted,
Marie Schwindl
Fiscal Officer

Susan C. Miller ______ President

Dawn Tolchinsky ______ Secretary

M Schwindl ______ Fiscal Officer