

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Board Organizational Meeting Minutes January 29, 2026

Present: Board Members Sue Miller, Judy Starr, Dawn Tolchinsky, Matt Connors, Kristine Thompson, Heather Tromba; 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.

Board Reorganization:

- **Election of Officers for the Year 2026:** Kristine Thompson proposed the following slate of Officers: Sue Miller - President, Judy Starr - Vice President and Dawn Tolchinsky - Secretary. There were no other nominations.

1-2026 Judy Starr moved to accept Sue Miller as President for the year 2026. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board. Sue Miller abstained.

2-2026 Dawn Tolchinsky moved to accept Judy Starr as Vice President for the year 2026. The motion was seconded by Heather Tromba and the resolution was passed unanimously by the Board. Judy Starr abstained.

3-2026 Matt Connors moved to accept Dawn Tolchinsky as Secretary for the year 2026. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board. Dawn Tolchinsky abstained.

Sue Miller officiated the remainder of the meeting.

- **Appoint Fiscal Officer and Deputy Fiscal Officer:**

4-2026 Judy Starr moved to rehire Marie Schwindl as Fiscal Officer at an hourly rate \$35.17 and to reappoint Caraline Nelson as Deputy Fiscal Officer at an hourly rate of \$19.13 for 2026. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Marie Schwindl will take the Oath of Office as soon as possible, when Notary Caraline Nelson is available to administer.

- **Approve Bond for Fiscal Officer:** The cost of the required \$50,000 bond provided by Fidelity and Deposit Company of Maryland for the Fiscal Officer is \$193.00 for 2026; for the Deputy Fiscal Officer the cost is \$0 provided by the Ohio Plan for 2026.

5-2026 Matt Connors moved to approve the 2026 bonds for the Fiscal Officer and Deputy Fiscal Officer at a cost of \$193.00 per year. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

- **Set Date and Time for Regular Meetings:**

6-2026

Dawn Tolchinsky moved to set the Regular Board meetings at 7:00 PM on the third Thursday of the month, except for August when no meeting is held and the December meeting which will be held the second Thursday of the month at 7:00 PM. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

- **Designate Newspaper of Record:**

7-2026

Kristine Thompson moved to designate *The Geauga County Maple Leaf* as the Newspaper of Record for the Burton Public Library. The motion was seconded by Heather Tromba and the resolution was passed unanimously by the Board.

- **Appoint Standing Committees:**

Proposed Standing committees are as follows:

2026 Salary Committee: Heather Tromba, Judy Starr and Kristine Thompson (members alternate with the Personnel Committee each year).

2026 Personnel Committee: Julie Ziemak, Dawn Tolchinsky, and Matt Connors (members alternate with the Salary Committee each year).

2026 Building Committee: Matt Connors, Lon Miller, and Sean Thompson with Director and Fiscal Officer.

2026 Records Committee: Chair Sue Miller, all available Board members, Director and Fiscal Officer.

8-2026

Kristine Thompson moved to approve the Committees as listed above. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Meeting Minutes:

9-2026

Dawn Tolchinsky moved to accept the December 11, 2025 meeting minutes as presented. Kristine Thompson seconded the motion and the resolution was passed unanimously by the board. Sue Miller abstained.

Financial Statement:

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

10-2026

Heather Tromba moved to accept the December 2025 Financial Statements. Matt Connors seconded the motion and the resolution was passed unanimously by the board.

Meeting Minutes:

11-2026

Dawn Tolchinsky moved to accept the December 26, 2025 special meeting minutes as presented. Judy Starr seconded the motion and the resolution was passed unanimously by the board. Matt Connors and Kristine Thompson abstained.

Fiscal Officer's Report:

Donations: Sixteen donations to the Annual Fund totaling \$3,833 were received since the December 11, 2025 Board Meeting. Two (2) donations exceeded \$249; \$2,500 from the William & Margaret Clark Charitable Foundation and \$300 from Pete and Ruth Spanos.

12-2026 Dawn Tolchinsky 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.

OLC CPIM – Public Library Fiscal Officer Conference: The 2026 Conference will be held on March 26 and 27 in Lewis Center, Ohio. Marie will attend.

Directors Remarks:

Statistics: The total physical item circulation for 2025 was 215,889, which was down from 2024, 231,963. However, in comparison with other libraries with larger populations it was a good year. Barberton 214,098 (pop 24,789), Sandusky 238,979 (pop 44,878) Burton (pop 9,167). Electronic media circulation was the Library's highest ever at 50,945, showing increases yearly since 2022, 39,928. The people counter is still broken, so estimates were used.

Burton Public Library's top circulation book in 2025 was Little LuLu, followed by The Women by Kristen Hannah.

Staffing Update: A Page position has been posted to cover every day. None of the current pages have left.

Snow Closures: The Library closed at 6:00PM on 12/29 and 12/30; closed all day on 1/15; 20 minutes early on 1/14; and a two (2) hour delay on 1/26.

Strategic Plan: As of January 21, 38 responses have been received. The open time to submit responses will be extended into February.

America 250 Program: Programs are underway. January 29 Jan Glover did a presentation titled "Memories of the First Moon Men" and the program was well attended.

Unfinished Business:

CBLH Update: A zoom meeting was held with Jae Cho, Director at CBLH Design, to review the assessment. More questions were raised, and Jae is to get back with further clarification.

Elevator Update: The elevator door has not been shutting properly. Otis came in after hours and stated the relay is broken; the part is in, but it has not been fixed. The grant has been approved at the state level; the county is waiting for the appropriate paperwork to move forward. The county has suggested that Katie moves forward and gets bid specs done using the Library's matching money so that when approval is finalized the county can then proceed to bid it out.

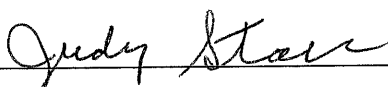
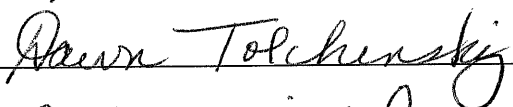
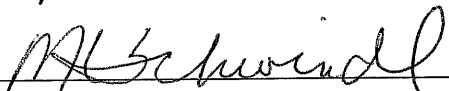
New Business: None discussed.

Fund Drive Update: To date the Fund Drive has received \$20,273 from 83 donors.

13-2026 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 7:36PM.

Respectfully submitted,
Marie Schwindl
Fiscal Officer

	President
	Secretary
	Fiscal Officer