

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes
July 17, 2025

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

The meeting was called to order at 7:00PM by Judy Starr.

Meeting Minutes:

37-2025 Dawn Tolchinsky moved to accept the June 19, 2025 meeting minutes as presented. Heather Tromba 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 June 2025, Attachment A.

38-2025 Kristine Thompson moved to accept the June 2025 Financial Statements. Matt Connors seconded the motion and the resolution was passed unanimously by the Board.

Fiscal Officer's Report:

Donations: Twelve donations totaling \$1,175 were received since the June 2025 Board Meeting. One donation exceeded \$249; a memorial for the Reading Garden from Alexander Clarillo and McKalla Boardman in memory of Levi Luis Scott Bech for \$500.

39-2025 Dawn Tolchinsky moved to accept the donations exceeding \$249 as listed above. The motion was seconded by Heather Tromba and the resolution was passed unanimously by the Board.

2026 Budget Hearing: The 2026 Budget Hearing will be held 9:00AM Tuesday, August 19, 2025 at the Courthouse Annex, Suite 1A, Chardon.

5-Year Capital Improvement Plan: Jae Cho, Director at CBLH Design, has been contacted and has agreed to provide the Library with a 5-10-year capital plan proposal. The proposal scope and fee will be presented to the Board in September.

2025 Ballot Issues Workshop: Katie Ringenbach and Marie Schwindl attended a virtual workshop on ballot issues given by the OLC on Tuesday, July 15.

Directors Remarks:

Statistics: Overall the numbers are encouraging and heading in a more positive direction. Circulation was down 2.9%, whereas in the prior months it was down a significantly higher percentage.

Staffing Update: Madi Wagner, Home Services Clerk, is leaving August 2. The position has been posted. Aaron Minor, Page, is also leaving in August. Dawn Tolchinsky's grandson, Zack

Vandevander, has submitted an application for the Page position and will be going through the interview process.

Paving front parking lot: The front parking lot was paved the week of July 7. Burton Chief of Police Rick Smigelski stated that the entrance on W. Park Street would be repainted, as it was incorrectly painted with parking places.

Elevator Issue: The elevator was out of commission June 27 through July 2. Otis was able to fix it by ordering and replacing a part.

New Website: The Library is getting a new website with additional features. Library Patrons will be able to book meeting rooms online. Registration for programs will also be online with the website.

House Bill 96 (State Budget): Governor DeWine vetoed the wording related to library materials. The House may revisit this to override the veto at any time during the current General Assembly, which runs through December 2026.

Unfinished Business:

Personnel Policy Review: Discussion took place regarding the proposed changes to the policy.

40-2025 Kristine Thompson moved to accept the changes to the Personnel Policy. Matt Connor seconded the motion and the resolution was passed unanimously by the Board.

MBC and Star Ohio options: Handouts with general information regarding BPL's Middlefield Bank and STAR Ohio investment accounts were discussed during the June 19 Board Meeting. Options were presented that would earn more interest on months when BPL's checking account has higher cash receipts. The Board was asked to consider the information with a possible resolution to take place in July. Further discussion took place. It was decided that a sweep account would be opened with Middlefield Bank. A minimum balance of \$100,000 would remain in the Middlefield Bank checking account after the daily sweep.

41-2025 Kristine Thompson made a motion to accept the changes to the Middlefield Bank accounts as stated above. Dawn Tolchinsky seconded the motion and the resolution was passed unanimously by the Board.

Ohio Plan Insurance and IAC Appraisal: During the June 19 Board Meeting historical numbers were reviewed from 2017 to 2025 for building insurance and appraisal amounts. There was also discussion regarding the historical value of the building and how to value it. The Board was asked to consider the information for further discussion to take place in July. Further discussion ensued regarding the historical value of the building. IAC will be contacted for a better breakout of how they derived the appraisal value of \$6.3 million and whether this encompasses rebuilding the structure on the outside as it appears today. Also, the historical paperwork within the building will be documented for insurance purposes.

New Business:

Board reviews Salary and Personnel Committees: Reminder slips were handed out to the Board of the committees that were established at the Organizational meeting in January:

2025 Salary Committee: Julie Ziemak, Dawn Tolchinsky, Matt Connors

2025 Personnel Committee: Heather Tromba, Judy Starr, Kristine Thompson

Set holiday closing schedule for 2026: A list of potential Library holidays was presented to the Board, Attachment B.

42-2025 Heather Tromba moved to accept the Library Holiday schedule as presented. Julie Zlemak seconded the motion and the resolution was passed unanimously by the Board.

Fund Drive Update: To date the Fund Drive has received \$18,765 from 87 donors.

Public Comments: No public present.

43-2025 Matt Connors 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 7:53PM.

Respectfully submitted,
Marie Schwindl
Fiscal Officer

_____ President

_____ Secretary

_____ Fiscal Officer