

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

**Board Meeting Minutes
March 19, 2026**

Present: Board Members Judy Starr, Dawn Tolchinsky, Matt Connors, Kristine Thompson, and 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 Judy Starr.

Meeting Minutes:

20-2026 Kristine Thompson moved to accept the February 19, 2026 meeting minutes as presented. Dawn Tolchinsky seconded the motion and the resolution was passed unanimously by the board. Heather Tromba abstained.

Financial Statement:

Discussion took place regarding the financial statements for February 2026, Attachment A.

21-2026 Matt Connors moved to accept the February 2026 Financial Statements. Heather Tromba seconded the motion and the resolution was passed unanimously by the board.

Fiscal Officer's Report:

Donations: Two (2) donations to the Annual Fund totaling \$133.00 were received since the February 2026 Board Meeting. None of the donations exceeded \$249.

Radon Testing: Discussion took place regarding radon testing for the building. The Board reached a consensus to have it done.

Directors Remarks:

Statistics: The door counter has been repaired. Estimates that were made when it was down were very close to actuals. Circulation was up for the month. E-media was down. Program attendance was up; door count was down.

Staffing Update: Olivia Seifrick, the new Page, started on March 3.

Geauga Cleaning Service: The new cleaning company, Geauga Cleaning, began March 2.

March Book Sales: March book sales are going strong. To date \$532.85 has been received and lots of space has been made. There are two (2) more Sundays remaining.

Strategic Plan Update: The Library received 57 responses to the survey. Seven (7) community members volunteered for the focus group, which the State Library will coordinate, and provide the results to the Library upon completion.

Edible Books: The Edible Books competition will take place on April 11 at 11:00am.

Summer Reading Program Kick-Off: The kick-off will be on June 2 at 1:00pm. The theme will be Dinosaurs.

Unfinished Business:

Elevator Modernization Update: Katie met with Elaine Malkamaki, Project Manager at Geauga County Community & Economic Development, and Mike Pytash, Consultant at Lerch Bates. During the meeting a timeline was developed, and as soon as the contract terms can be agreed on Mike will begin working on the specifications for bidding. The completed specifications will go to Elaine for bidding, hopefully by June. There is a five month lead time for the project; the plan is to begin the work on the elevator this winter.

CBLH Update: CBLH provided the Library with four (4) different contractors for the larger projects that were outlined by the Thorson recommendations in the Assessment. CBLH stated that the Library should follow up with Geauga County Building Department as to the occupancy numbers for the 2nd floor meeting room. Two projects will be addressed this Spring, 1) second floor restrooms will have grab bars installed, 2) a new folding attic ladder will be installed; the roof ladder and hatch will be renovated. The Building Committee members Matt Connors, Julie Ziemak, Sean Thompson, Lon Miller, Katie Ringenbach, and Marie Schwindl will meet soon to discuss the Assessment and make recommendations.

New Business: None.

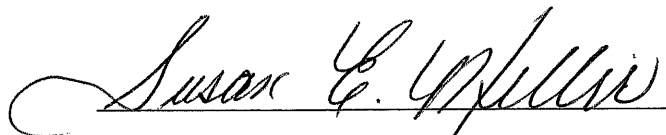
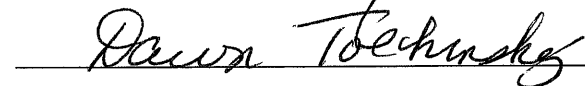
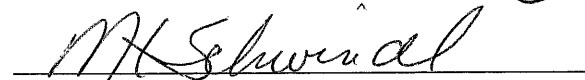
Fund Drive Update: To date the Fund Drive has received \$20,673 from 88 donors.

Public Comments: None.

22-2026 Kristine Thompson moved to adjourn the meeting. The motion was seconded by Heather Tromba and the resolution was passed unanimously by the Board.

The meeting was adjourned at 7:25PM.

Respectfully submitted,
Marie Schwindl
Fiscal Officer

President

Secretary

Fiscal Officer