

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

**Board Meeting Minutes  
November 20, 2025**

**Present:** Board Members Sue Miller, 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 Sue Miller.

## **Meeting Minutes:**

**55-2025** Julie Ziemak moved to accept the October 16, 2025 meeting minutes as presented. Judy Starr seconded the motion and the resolution was passed unanimously by the Board. Dawn Tolchinsky abstained.

## **Financial Statement:**

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

**56-2025** Kristine Thompson moved to accept the October 2025 Financial Statements. Matt Connors seconded the motion and the resolution was passed unanimously by the Board.

## **Fiscal Officer's Report:**

**Donations:** 37 donations totaling \$8,366 were received since the October 2025 Board Meeting. Eleven donations exceeded 249; Ethan Merritt \$300, Curt and Kathy Johnson \$400, Jacqueline Samuel \$500, Ward and Joan Lawrence \$250, Jim and Lora Myers \$500, Ed Babcock \$500, Andy and Linda Baker \$300, Michael and Kareen Caputo \$2,000, Tom and Tina Mooney \$300, Kathy Schaefer \$500, and Pat Sutter \$800.

**57-2025** 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.

**Open Enrollment for Health, Vision, Dental, FSA and Life Insurance:** 2026 enrollment is underway for the month of November.

## **Directors Remarks:**

**Statistics:** Circulation was slightly down for the month. Children's programming was down over October 2024 primarily due to Halcyon Domanski, Youth Services Assistant, being out the majority of the month.

**Staffing Update:** Sarah Dacek, Circulation Desk Clerk, resigned effective October 22. Interviews for the open position are being scheduled. An interview was done for a Page position, but an offer has not been extended at this time.

**Clevnet Director's Meeting:** Clevnet maintained the annual cost to the Library at the same level as last year. It is able to do this by eliminating some of the less utilized shared databases.

**Fall Newsletter:** The Newsletter was mailed out on November 19.

**Unfinished Business:**

**CBLH Capital Improvements Assessment Update:** The written assessment was not complete as of November 20.

**Elevator Grant Status Update:** Still in a holding pattern waiting for state approval.

**New Business:**

**\*Executive Session:** For the purpose of discussing personnel and salaries.

**58-2025** Kristine Thompson moved to enter Executive Session at 7:18PM for the purpose of discussing personnel and salaries. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

Note: When doing the minutes it was noted that there should have been a roll call vote to enter into Executive session. All Board members gave an affirmative voice vote and all participated in the Executive session.

The Board came out of Executive Session at 8:16PM.

**\*Approve Salary Increases for Staff:** The decision was made to increase staff salaries by four (4) percent with the following:

**59-2025** Matt Connors moved to increase 2026 staff salaries by four (4) percent beginning with the first full pay period of January (January 4-17). The motion was seconded by Kristine Thompson and the Board passed the resolution with the following roll call vote:

Matt Connors-Yes                      Kristine Thompson-Yes                      Heather Tromba-Yes  
Julie Ziemak-Yes                      Judy Starr-Abstain                      Dawn Tolchinsky-Abstain  
Sue Miller-Yes

**\*Temporary Appropriations presented:** The Fiscal Officer presented the following 2026 Temporary Appropriations:

| <b>2026 Temporary Appropriations</b>            |                       |
|---|-----------------------|
| <b>Salaries and Benefits</b>                    | <b>\$736,332.23</b>   |
| <b>Supplies</b>                                 | <b>\$38,500.00</b>    |
| <b>Purchased and Contracted Services</b>        | <b>\$223,051.00</b>   |
| <b>Library Materials and Information</b>        | <b>\$158,500.00</b>   |
| <b>Capital Outlay</b>                           | <b>\$32,000.00</b>    |
| <b>Other Objects</b>                            | <b>\$3,500.00</b>     |
| <b>Contingency</b>                              | <b>\$50,000.00</b>    |
| <b>General Fund Totals</b>                      | <b>\$1,241,883.23</b> |
| <b>June Marie Macek Fund</b>                    | <b>\$16,050.00</b>    |
| <b>Reading Garden Fund</b>                      | <b>\$5,000.00</b>     |
| <b>Launch-a-Young Reader Fund</b>               | <b>\$2,000.00</b>     |
| <b>Capital Improvements Fund</b>                | <b>\$190,199.66</b>   |
| <b>Non-General Funds Total</b>                  | <b>\$213,249.66</b>   |
| <b>Temporary Appropriations Total All Funds</b> | <b>\$1,455,132.89</b> |

**60-2025** Julie Ziemak moved to accept the 2026 Temporary Appropriations as presented. The motion was seconded by Matt Connors and the Board passed the resolution with the following roll call vote:

|                    |                    |                         |
|--------------------|--------------------|-------------------------|
| Julie Ziemak-Yes   | Matt Connors-Yes   | Kristine Thompson-Yes   |
| Heather Tromba-Yes | Judy Starr-Abstain | Dawn Tolchinsky-Abstain |
| Sue Miller-Yes     |                    |                         |

**\*Approve Blanket Transfer Resolution:** In the past authority was given to the Fiscal Officer for transfers up to \$5,000 per transaction within a fund to complete all necessary year-end obligations.

**61-2025** Kristine Thompson moved to give authority to the Fiscal Officer to transfer up to \$5,000 per transaction between any needed line items within a fund as needed to pay invoices through year-end. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

**\*Official Request Real Estate Tax Advances:** As required by the Geauga County Auditor's office the following resolution was made:

**62-2025** **REQUEST FOR ADVANCE OF TAXES COLLECTED**

**Ohio Revised Code Section 321.34**

The Board of Trustees of the Burton Public Library, Geauga County, Ohio, met in regular session on the 20<sup>th</sup> day of November 2025 at the Burton Public Library with the following members present: Sue Miller, Judy Starr, Dawn Tolchinsky, Matt Connors, Kristine Thompson, Heather Tromba, and Julie Ziemak.

Matt Connors moved and Kristine Thompson seconded the following resolution:

To the Auditor of Geauga County, Ohio, November 20, 2025:

You are hereby requested to issue your warrant upon the County Treasurer of said County, in favor of the Fiscal Officer of the Burton Public Library in said County for the maximum allowable of the current collection of taxes assessed and collected for the closing dates of: February 18, 2026 and July 8, 2026, for and in behalf of the Burton Public Library which shall be held and treated as an advance payment of the current collection of taxes on the Berkshire School District (excluding Thompson and Montville Townships) for the following distribution dates of:

|                  |                   |              |               |
|------------------|-------------------|--------------|---------------|
| January 30, 2026 | February 18, 2026 | July 1, 2026 | July 15, 2026 |
|------------------|-------------------|--------------|---------------|

as provided by law. The resolution was passed by the following roll call vote:

|                  |                       |                     |
|------------------|-----------------------|---------------------|
| Matt Connors-Yes | Kristine Thompson-Yes | Heather Tromba-Yes  |
| Julie Ziemak-Yes | Judy Starr-Yes        | Dawn Tolchinsky-Yes |
| Sue Miller-Yes   |                       |                     |

**\*Biennially Review of Bids for Insurance:** Discussion regarding the bids received ensued. The Board reached a consensus that Ohio Plan was the best choice for 2026.

**Fund Drive Update:** To date the Fund Drive has received \$8,340 from 36 donors.

**Public Comments:** No public present.

**63-2025** Julie Ziemak 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 8:30PM.

Respectfully submitted,  
Marie Schwindl  
Fiscal Officer

|       |                |
|-------|----------------|
| _____ | President      |
| _____ | Secretary      |
| _____ | Fiscal Officer |

**Attachment A**

| <b>Burton Public Library</b>   |                        |                        |
|--|------------------------|------------------------|
| <b>Financial Statement to the Board of Trustees</b>                        |                        |                        |
| <b>Beginning Cash Balance</b>  | <b>Sept 2025</b>       | <b>Oct 2025</b>        |
| General Fund   | \$ 979,973.39          | \$ 958,790.25          |
| June Macek Fund  | \$ 21,283.58           | \$ 21,269.59           |
| Reading Garden   | \$ 7,932.40            | \$ 7,912.44            |
| Launch a Young Reader  | \$ 3,212.97            | \$ 3,247.97            |
| Pfouts Memorial Fund   | \$ -                   | \$ -                   |
| Capital Improvements Fund  | \$ 206,499.66          | \$ 206,499.66          |
| <b>Total Beginning Cash Balance</b>  | <b>\$ 1,218,902.00</b> | <b>\$ 1,197,719.91</b> |
| <b>Receipts</b>  |                        |                        |
| General Fund   | \$ 56,081.91           | \$ 53,074.06           |
| June Macek Fund  | \$ -                   | \$ -                   |
| Reading Garden   | \$ -                   | \$ -                   |
| Launch a Young Reader  | \$ 35.00               | \$ -                   |
| Pfouts Memorial Fund   | \$ -                   | \$ -                   |
| Capital Improvements Fund  | \$ -                   | \$ -                   |
| <b>Total Receipts</b>  | <b>\$ 56,116.91</b>    | <b>\$ 53,074.06</b>    |
| <b>Expenses</b>  |                        |                        |
| General Fund   | \$ 77,265.05           | \$ 92,090.51           |
| June Macek Fund  | \$ 13.99               | \$ 166.61              |
| Reading Garden   | \$ 19.96               | \$ 357.99              |
| Launch a Young Reader  | \$ -                   | \$ -                   |
| Pfouts Memorial Fund   | \$ -                   | \$ -                   |
| Capital Improvements Fund  | \$ -                   | \$ -                   |
| <b>Total Expenses</b>  | <b>\$ 77,299.00</b>    | <b>\$ 92,615.11</b>    |
| <b>Ending Cash Balance</b>   |                        |                        |
| General Fund   | \$ 958,790.25          | \$ 919,773.80          |
| June Macek Fund  | \$ 21,269.59           | \$ 21,102.98           |
| Reading Garden   | \$ 7,912.44            | \$ 7,554.45            |
| Launch a Young Reader  | \$ 3,247.97            | \$ 3,247.97            |
| Pfouts Memorial Fund   | \$ -                   | \$ -                   |
| Capital Improvements Fund  | \$ 206,499.66          | \$ 206,499.66          |
| <b>Total Ending Cash Balance</b>   | <b>\$ 1,197,719.91</b> | <b>\$ 1,158,178.86</b> |
| *Middlefield Banking Co. Oct savings account interest earned \$179.82.     |                        |                        |
| Rate of Return: 1.21% annual yield, month-end balance \$176,347.86.        |                        |                        |
| *MBC Oct checking account interest received \$57.80.                       |                        |                        |
| Rate of Return: .68% annual yield, month-end balance \$100,000.00          |                        |                        |
| *MBC Oct ICS sweep account interest received \$736.51.                     |                        |                        |
| Rate of Return: 2.79% annual yield, month-end balance \$287,063.85         |                        |                        |
| *STAR Ohio Oct dividend received \$2,158.99.                               |                        |                        |
| Rate of Return: 4.28 percent 30-Day Yield, month-end balance \$595,472.14. |                        |                        |