

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes  
October 16, 2025

**Present:** Board Members Sue Miller, Judy Starr, 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:**

**52-2025** Kristine Thompson moved to accept the September 18, 2025 meeting minutes as presented. Judy Starr seconded the motion and the resolution was passed unanimously by the Board. Sue Miller and Julie Ziemak abstained.

## **Financial Statement:**

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

**53-2025** Matt Connors moved to accept the September 2025 Financial Statements. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

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

**Donations:** Six donations totaling \$450 were received since the September 2025 Board Meeting. None exceeded \$249.

## **Directors Remarks:**

**Statistics:** The statistics trend for the year is continuing. Overall for the year it is down 8 percent.

**Staffing Update:** Zack Vandervander was hired as a Page in September. Due to Zack's commitments outside of work, his availability is very limited. A position for another Page will be posted.

**State Library Strategic Planning:** For the Board session, the State can come an hour before the November Board meeting at 6:00PM to do the Strategic Planning session. A reminder will be sent out prior to the meeting.

**Staff Day:** The annual Staff Day was held on October 13. It was well attended and a very good day. The agenda is attached.

**Art Show:** The Art Show concluded last week. There were 99 entries, 178 visitors and four sales were made.

**Cyber Security Requirements:** As part of the new House Budget Bill, there was a section on the new cyber security requirements. Some of the requirements are already in place; however, the Library does not have to have the new policy complete until July 1, 2026. The requirement to report incidents and the ban on ransomware will become effective September 30, 2025.

**OLC Meeting:** Katie attended an OLC update in Cleveland Heights. Discussion focused primarily on pending bills regarding funding.

**Baker & Taylor:** Baker & Taylor is no longer in business. The Library has been transitioning to Ingram over the past few months.

**Unfinished Business:**

**CBLH Capital Improvements Assessment Update:** CBLH and their two sub-consultants were on site on Tuesday, October 14 to begin the capital improvements assessment. It will be about three weeks before a report is ready for review.

**Elevator Grant Status Update:** Elaine Malkamaki, Project Manager for Geauga County Community & Economic Development, said that "no news is good news" on the grant status. Elaine felt that we would not hear from the state before the end of November or the beginning of December.

**New Business:**

**Employee Performance Objectives Presented to the Personnel Committee for Evaluation of the Director and the Fiscal Officer:** The documents were presented to the Committee.

**Requested Input on Ohio House Bill 96 and Potential Local Impact on Property Taxes:** Copies of a letter from Charles Walder, Geauga County Auditor, and Carolyn Brakey, Geauga County Commissioner, were given to the Board per the author's request. Discussion ensued regarding the topics mentioned above.

**Fund Drive Update:** To date the 2025 Fund Drive has received \$18,765 from 87 donors. Discussion ensued regarding the upcoming Fund Drive letter. A draft of the letter is in progress.

**Public Comments:** No public present.

**54-2025** Heather Tromba 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