

# **BURTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**Records Commission Meeting Minutes  
September 18, 2025**

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

The meeting was called to order at 6:50PM by Judy Starr.

The Record Retention Schedule was reviewed and changes presented.

**44-2025** Dawn Tolchinsky moved to adjourn the meeting. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

**Board Meeting Minutes  
September 18, 2025**

**Present:** Board Members Judy Starr, Dawn Tolchinsky, Matt Connors, Kristine Thompson, and Heather Tromba; 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:**

**45-2025** Kristine Thompson moved to accept the July 17, 2025 meeting minutes as presented. Heather Tromba seconded the motion and the resolution was passed unanimously by the Board.

## **Financial Statement:**

Discussion took place regarding the financial statements for July and August 2025, Attachment A & B, respectively.

**46-2025** Matt Connors moved to accept the July and August 2025 Financial Statements. Dawn Tolchinsky seconded the motion and the resolution was passed unanimously by the Board.

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

**Donations:** Fourteen donations totaling \$4,972 were received since the July 2025 Board Meeting. Three donations exceeded \$249; \$1,000 from the Estate of Elmer Bollinger, \$1,000 from the Burton-Middlefield Rotary Club, and \$2,252 from the Jewish Federation of Cleveland.

**47-2025** 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.

**2026 Tax Budget Hearing:** The 2026 Budget Hearing was held 9:00AM Tuesday, August 19, 2025 at the Courthouse Annex, Suite 1A, Chardon. Katie Ringenbach, Marie Schwindl, Sue Miller, Judy Starr and Dawn Tolchinsky attended. The Tax Budget was approved and there were no questions from the Commission.

**Directors Remarks:**

**Statistics:** Statistics were a mixed bag in July and August. Home Services circulation was up in July but down significantly in August. DVD's circulation was down both months. Part of the reason for the DVDs being down is due to streaming. Katie proposed a change in the Circulation Policy for DVDs to increase them to 5 renewals, except for holds, to match book renewals.

**48-2025.** Kristine Thompson made a motion to accept the above proposed change in the Circulation Policy. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

**Staffing Update:** Madison Wagner, Home Services Clerk, and Aaron Minor, Page, both left for college, their last day being August 2 and August 11, respectively. Robin Into started on September 2 as Home Services Clerk. Emmett Brigham was hired as a Page on August 7. Emmett did not pass his probationary period and his last day was September 10. Zack Vandevander was hired on September 2 as a Page. Halcyon Domanski, Youth Services Assistant, is on medical leave for six weeks, September 3 through October 18.

**State Library Strategic Planning:** The Library's date to begin the strategic planning process with the State has been moved up. The State will be doing focus groups with the Board and the Library Staff. The meeting with Staff will be held on October 13. Katie will follow up with the State to determine if they can meet with the Board prior to the November Board Meeting on November 20.

**Fire Alarm Set Off:** The fire alarm went off three times on Sunday, September 14. Vector will be coming out in October to address the sensors in the Merritt Room.

**Reading Garden Donations:** A suggestion was made to change the Reading Garden Donation Form to eliminate the bench, change the wording so that the donations can be used as needed, and add a plaque that lists donors. The Board reached a consensus regarding the suggestion and the form will be changed.

**Art Show:** The Art Show is fast approaching. Board Members were asked to fill in during the open hours of the show if available.

**Unfinished Business:**

**Ohio Plan Insurance and IAC Appraisal:** Industrial Appraisal Company (IAC) provided a Historical Cost of Reproduction New as \$7,711,882. Love Insurance contacted the Ohio Plan and the cost to insure at this amount would be \$6,247, an increase of \$1,450. The current appraisal of the building is \$6,446,975, at \$4,797. These amounts are per the current policy rate which may change when the renewal is finalized in November. There was some discussion and the Board reached a consensus to change the new value of coverage to \$7,711,882.

**CBLH Proposal:** Jae Cho, Director at CBLH Design, has provided a Capital Improvements Assessment for the Library which will cover a 5-10-year plan (Attachment C). The proposal scope and fee of \$16,300 are outlined in the assessment.

**49-2025** Dawn Tolchinsky made a motion to accept the Capital Improvements Assessment as listed above. The motion was seconded by Matt Connors and the resolution was passed by the following voice vote:

Dawn Tolchinsky	Yes	Matt Connors	Yes	Heather Tromba	Yes
Judy Starr	Yes	Kristine Thompson	Yes		

**New Business:**

**50-2025** Dawn Tolchinsky made a motion to accept the proposed changes of the Records Commission to the Record Retention Schedule. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

**2026 Salary Schedule:** The proposed 2026 Salary Schedule was distributed to the Salary Committee members present, Dawn Tolchinsky and Matt Connors, and the remaining Board for review.

**Fund Drive Update:** To date the Fund Drive has received \$18,765 from 87 donors. Discussion ensued regarding the Fund Drive letter.

**Public Comments:** No public present.

**51-2025** 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 7:56PM.

Respectfully submitted,  
Marie Schwindl  
Fiscal Officer

_____	President
_____	Secretary
_____	Fiscal Officer