

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee December 13, 2018

Board President Dawn Tolchinsky and Library Director Katie Ringenbach reviewed the November 2018 Management Reports produced by the UAN System. After reviewing the documents, the Committee signed off on the reports.

Board Meeting Minutes December 13, 2018

Present: Board Members Dawn Tolchinsky, Judy Starr, Kathy Beten, John Emit and Matt Connors; Katie Ringenbach and Fiscal Officer Rebecca Herrick.

Board President Dawn Tolchinsky called the Meeting to order at 7:00 PM.

Meeting Minutes:

58-2018 John Emig moved to accept the minutes of the November 15, 2018 meeting with the corrected financial statement. Judy Starr seconded the motion and the Board passed the resolution unanimously.

Financial Statement:

Beginning Cash Balance	October	November
General Fund	\$ 304,070.71	\$ 288,455.98
June Macek Fund	\$ 22,003.91	\$ 20,955.14
Reading Garden	\$ 10,155.65	\$ 10,104.08
Launch a Young Reader	\$ 4,197.08	\$ 4,202.67
Pfouts Memorial Fund	\$ 4,086.19	\$ 4,091.63
Capital Improvements Fund	\$ 72,196.41	\$ 72,292.54
Total Beginning Cash Balance	\$ 416,709.95	\$ 400,102.04
Receipts		
General Fund	\$ 43,673.24	\$ 50,323.79
June Macek Fund	\$ 27.86	\$ 28.93
Reading Garden	\$ 13.43	\$ 13.64
Launch a Young Reader	\$ 5.59	\$ 4.77
Pfouts Memorial Fund	\$ 5.44	\$ 5.66
Capital Improvements Fund	\$ 96.13	\$ 99.94
Total Receipts	\$ 43,821.69	\$ 50,476.73
Expenses		
General Fund	\$ 59,287.97	\$ 67,011.58
June Macek Fund	\$ 1,076.63	\$ 26.60
Reading Garden	\$ 65.00	\$ 240.00
Launch a Young Reader	\$ -	\$ 754.00
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 60,429.60	\$ 68,032.18
Ending Cash Balance		
General Fund	\$ 288,455.98	\$ 271,768.19
June Macek Fund	\$ 20,955.14	\$ 20,957.47
Reading Garden	\$ 10,104.08	\$ 9,877.72
Launch a Young Reader	\$ 4,202.67	\$ 3,453.44
Pfouts Memorial Fund	\$ 4,091.63	\$ 4,097.29
Capital Improvements Fund	\$ 72,292.54	\$ 72,392.48
Total Ending Cash Balance	\$ 400,102.04	\$ 382,546.59
The November interest earned from Middlefield Banking Company was \$14.79. November interest received from STAR Ohio was \$528.12.		

59-2018

Matt Connors moved to accept the November 2018 Financial Statements as corrected. Kathy Beten seconded the motion and the Board passed the resolution unanimously.

Fiscal Officer's Remarks:

- 1) Donations received since the November meeting: General Fund - \$470, 15th Annual Fund Drive - \$8,540. Donations that exceeded \$249 are: two donation of \$1,000 each from Elmer Bollinger and Robert and Emily Ford; two donations of \$500 each from Kathy Schaefer and Dave and Karen Braun and one \$300 donation from Jim and Lora Myers.

60-2018 Kathy Beten moved to accept the donations as listed above. Judy Starr seconded the motion and the Board passed the resolution unanimously.

- 2) Otis Elevator, the Library's elevator service company, approached the Fiscal Officer with an offer to upgrade the starter to a solid state starter. The current starter is 36 years old, obsolete and only functioning because the technician has patched it together. A new starter will be installed by the end of the year. The new unit will provide a smoother ride and better protection to the equipment. Due to the unit being "smarter" than the old unit, any power fluctuation will necessitate a reset by the elevator technician.

Director's Report:

Statistics: The Year-to-Date circulation is 224,580 through November; this surpasses circulation for years 2017 and 2016, and may possibly exceed 2015 totals. New e-media is being considered; RB Digital Streaming Services can provide access to Acorn TV (British television shows), Indieflix (independent films and classic TV) and The Great Courses. Not mentioned but part of the package are Stingray Qello (live music concerts). Successful programs since the last meeting include The Polar Express, Charlie Caputo playing Santa and Chardon Polka Band's Christmas Carol sing-along.

General Information:

- A new Credit Card Policy will be presented at the January Board meeting in order to be in compliance with the new law regulating credit card use by public entities.
- Katie discussed with the Board the possibility of becoming fine free on more item types, in part, because fines can be barriers for some patrons. There are fine free libraries within the Clevnet system, such as Cleveland Heights and Hudson. Katie presented a graph (copy to follow) showing the decrease in fines collected after the implementation of auto-renewals. This document shows that current fine collection is only producing .48 percent of the 2018 annual revenue budget. Currently fine free are BPL staff, senior citizens, juvenile books and Home Service patrons. Some items such as New and Browser movies and Browser books may still accumulate fines. The Board requested that a policy be presented at the next Board meeting.

Unfinished Business:

Executive Session: Evaluate the Director and the Fiscal Officer.

61-2018 Kathy Beten moved to enter Executive Session for the evaluation of the Director and the Fiscal Officer. Matt Connors seconded the motion and the Board passed the resolution with the following voice vote:

Matt Connors – Aye Dawn Tolchinsky – Aye Judy Starr – Aye
Kathy Beten – Aye John Emig – Aye

At 8:04 PM the Board exited Executive Session.

New Business:

Approve the transfer of funds to the Capital Improvements Fund: The Fiscal Officer presented an analysis (copy to follow) of the status of the General Fund. This document illustrates that \$100,000 can be transferred from the General Fund to the Capital Improvements Fund.

62-2018 John Emig moved to transfer \$100,000 from the General Fund to the Capital Improvements Fund. Matt Connors seconded the motion and the Board passed the resolution with the following voice vote:

Matt Connors – Aye Dawn Tolchinsky – Aye Judy Starr – Aye
Kathy Beten – Aye John Emig – Aye

Record Retention Policy: The following was presented to the Board:

Changes to RC-2

PERM-10	Ohio Public Employees Retirement System Records: Enrollment, refund and waiver forms; quarterly, monthly and annual wage reports	Permanent-starting 1948	Paper
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The above Record Title and Description box will be changed to:

Ohio Public Employees Retirement System Records: Enrollment (Form A); Form SSA-1945: Statement Concerning Your Employment in a Job Not Covered by Social Security; Wage and Contribution Reports

Addition to RC-2

ADMIN-33	Security Camera Footage: Images recorded by security cameras located on the front of the Library Building that focus on the Reading Garden.	Retention Period 2 weeks	Electronic
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63-2018 Judy Starr moved to approve the changes shown above to form RC-2 Record Retention Schedule for presentation to the Ohio History Connection and the Auditor of the State of Ohio. Kathy Beten seconded the motion and the Board passed the resolution unanimously.

Fund Drive Update: The 15th Annual Fund Drive has generated \$13,625 in donations.

Public Comments: No public present at the meeting.

64-2018 Kathy Beten moved to adjourn the meeting. Matt Connors seconded the motion and the Board passed the resolution unanimously.

The meeting adjourned at 8:15 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer