

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee April 17, 2018

Board President Dawn Tolchinsky and Library Director Katie Ringenbach reviewed the March 2018 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes April 17, 2018

Present: Board Members Dawn Tolchinsky, Judy Starr, Kathy Beten, Kris Thompson and John Emig and; Katie Ringenbach and Fiscal Officer Rebecca Herrick.

The Meeting was called to order at 7:00 PM by Board President Dawn Tolchinsky.

Meeting Minutes:

22-2018 With no additions or corrections to the March 15, 2018 regular meeting minutes Kris Thompson moved to accept the minutes. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

Financial Statement:

March 2018	
Beginning Cash Balance	
General Fund	\$277,109.70
June Macek Fund	\$25,041.03
Reading Garden Fund	\$9,042.75
Launch-a-Young Reader Fund	\$4,033.15
Pfouts Memorial Fund	\$3,960.51
Capital Improvements Fund	\$100,021.50
Total Beginning Cash Balance	\$419,208.64
Receipts	
General Fund	\$95,666.98
June Macek Fund	\$15.67
Reading Garden Fund	\$5.60
Launch-a-Young Reader Fund	\$27.51
Pfouts Memorial Fund	\$2.45
Capital Improvements Fund	\$62.01
Total Receipts	\$95,780.22
Expenses	
General Fund	\$79,723.18
June Macek Fund	\$0.00
Reading Garden Fund	\$45.53
Launch-a-Young Reader Fund	\$0.00
Pfouts Memorial Fund	\$0.00
Capital Improvements Fund	\$0.00
Total Expenses	\$79,768.71
Ending Cash Balance	
General Fund	\$293,053.50
June Macek Fund	\$25,056.70
Reading Garden Fund	\$9,002.82
Launch-a-Young Reader Fund	\$4,060.66
Pfouts Memorial Fund	\$3,962.96
Capital Improvements Fund	\$100,083.51
Total Ending Cash Balance	\$435,220.15
The March 2018 interest earned at Middlefield Banking Company was \$94.49. First quarter interest received was \$227.98.	

23-2018 Judy Starr moved to accept the March 2018 Financial Statement. The motion was seconded by John Emig and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) The Library received no donations since the March meeting.
- 2) High points from the Ohio Library Council Conference in Columbus attended by the Fiscal Officer:
 - Proposed changes to laws governing credit card use by public entities mandates the creation of a new credit card policy that must contain specified information; once H.B. 312 is passed into law, public entities have three (3) months to create the new policy. The current credit card policy will be revised after the passage of the bill. Specifics requirements may be different for libraries.
 - The investments segment of the conference sparked new interest in investing with STAR Ohio for Library savings. Its interest rate is currently better than Middlefield Banking Company. The Fiscal Officer will be talking soon with both entities and will enroll in STAR Ohio.
 - The fraud case study presentation covered the Village of Mount Sterling. In this case \$724,000 in funds were embezzled, of which \$331,000 was credit card fraud.
 - The certification for CPIM training will cost the Library \$100 (for an electronic certificate). After a discussion, the Board expressed willingness to spend the money for the certificate.
- 3) The Fiscal Officer contacted five companies regarding insulating the attic space. Only two have visited the Library to review the project. Pure Seal, Inc. of Mentor presented a quote for \$38,000, the second quote. from Compass Insulation is less but does not include the removal of the old blown in insulation. The representative from Compass Insulation indicated the proposal would have different options for the Library to consider but it does not. Advice from the Building Committee will be sought before making a decision.
- 4) The bi-annual audit was performed yesterday, this was an Agreed Upon Procedures (AUP) audit, the auditor arrived at 9 AM and field work was completed by 2:30 PM. The draft of the report has been reviewed and no issues were found. A letter to the accounting firm, Charles E. Harris and Associates needs to be signed by a Board Member.

Director's Report:

Statistics: Monthly statistics are down 5.2 percent for March but the year-to-date circulation is still up by 1.4 percent. The numbers for the door count seem off due to the book sale in the basement. Bargain hunters entered through an un-metered door and left through a metered door.

- The Friends of the Burton Public Library held their annual meeting on Thursday, April 12. The new officers are: Nancy Dallos, President; Bunny Carter, Vice President; Jesse Huge, Secretary and Rochelle Baker, Treasurer. Ohio Library Council confirmed that staff members may be on the Friends' Board.
- Katie attended Legislative Day on April 11. She rode to Columbus with Ed Worso, Geauga County Public Library Director.
- Katie showed the Board the new carpet samples from InterFinish. The light green carpet was chosen and the beach-like area reinstated. The installation could happen in August.
- Staff changes: Page Rachel Cooper asked to have her hours reduced to only the weekend rotation. Candidates will be interviewed to fill the position.

Unfinished Business:

PRIME decision timeline: A discussion ensued regarding the how and when to inform the Berkshire School Board of our decision regarding relocating to the new school building. A decision was made to wait until after the May 8 election. Space Usage Survey results were discussed and is attached.

Discarded books to the Armed Services: Kris Thompson is having difficulty ascertaining the process by which the Library may send discarded books to the Armed Services, but will continue investigating.

New Business:

Amendment to Clevnet System Agreement: The Board was presented with the amended agreement, there was a discussion resulting in:

24-2018 Kathy Beten moved to accept Amendment to the Clevnet System Agreement as presented by Cleveland Public Library with the effective date of January 1, 2019. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

Fund Drive Update: No new information to report

Public comments: No public present.

25-2018 Kathy Beten moved to adjourn the meeting. The motion was seconded by John Emig and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:35 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer