

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee July 19, 2018

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

## Board Meeting Minutes July 19, 2018

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

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

**Meeting Minutes:**

**35-2018** Kris Thompson moved to accept the minutes of the June 21, 2018 meeting. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

**Financial Statement:**

<b><u>June 2018</u></b>	
<b>Beginning Cash Balance</b>	
General Fund	\$237,174.17
June Macek Fund	\$23,913.66
Reading Garden Fund	\$8,864.82
Launch-a-Young Reader Fund	\$4,093.88
Pfouts Memorial Fund	\$4,067.41
Capital Improvements Fund	<u>\$100,162.31</u>
<b>Total Beginning Cash Balance</b>	<b>\$378,276.25</b>
<b>Receipts</b>	
General Fund	\$46,146.06
June Macek Fund	\$30.55
Reading Garden Fund	\$11.32
Launch-a-Young Reader Fund	\$5.44
Pfouts Memorial Fund	\$5.37
Capital Improvements Fund	<u>\$133.00</u>
<b>Total Receipts</b>	<b>\$46,331.74</b>
<b>Expenses</b>	
General Fund	\$60,432.03
June Macek Fund	\$1,234.06
Reading Garden Fund	\$480.36
Launch-a-Young Reader Fund	\$0.00
Pfouts Memorial Fund	\$0.00
Capital Improvements Fund	<u>\$0.00</u>
<b>Total Expenses</b>	<b>\$62,146.45</b>
<b>Ending Cash Balance</b>	
General Fund	\$222,888.20
June Macek Fund	\$22,710.15
Reading Garden Fund	\$8,395.78
Launch-a-Young Reader Fund	\$4,099.32
Pfouts Memorial Fund	\$4,072.78
Capital Improvements Fund	<u>\$100,295.31</u>
<b>Total Ending Cash Balance</b>	<b><u>\$362,461.54</u></b>
The June 2018 interest earned at Middlefield Banking Company was \$31.59; second quarter interest paid was \$167.54. Interest received from STAR Ohio was \$325.94.	

**36-2018** Judy Starr moved to accept the June 2018 Financial Statement. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

**Fiscal Officer’s Remarks:**

- 1) Donations received since the April meeting (none received in May): General Fund - \$235, 15th Annual Fund Drive - \$50, Joseph Durket Launch-A-Young Reader Fund – \$34.
- 2) A conversation with Chuck Stazinsky, a contractor recommended by New Vision Roofing, the vendor providing the roof vents, resulted in a recommendation of vents located in the frieze, the horizontal area under the gutter, to allow the correct amount of air to flow into the attic. He will be consulting with New Vision Roofing and a sub-contractor to provide us with the best solution for the least amount of expenditure. It was suggested that an electrical vent that is controlled by a thermostat would be a better fit. These additions to the building were presented to the Burton Village Historic Review Board, the board requested pictures of the frieze vents and recommended painting the galvanized turbine vents.

**Director’s Report:**

**Statistics:** Circulation is up again but not as strongly as in the past. Auto-renewals happen from 2 to 3 AM; for the month there were approximately 3,939 renewals during this time.

**General Information:**

- One of the recent children’s programs was “Meet Pete the Cat”. Several people attempted to wear the rented costume, in the end Katie took the roll of Pete. The children loved Pete, everyone had their picture taken with Pete, the program was a huge success.
- July 18 Friends Meeting: The book sale will be concurrent with the Apple Butter Festival and the Art Show on Saturday and Sunday October 13 and 14. The Friends officers volunteered the Book Club ladies for set-up of the book sale.
- Reading Garden: Marianna Luxenberg passed away on July 8; she was 88 years old. The tables have been replaced in the Patricia Bollinger Patio area. Elmer Bollinger stopped by and commented how much he liked them. One table has a game board; large chess pieces have been ordered and oversized checker pieces are being considered.
- Katie showed the Board samples of website improvements that will be implemented in the near future. Katie and Adult Services staff are working together on this project.
- The State of Ohio has passed a law regarding the use of credit cards by public libraries and other public entities. This law mandates that public libraries have credit card use policies in place 90 days after the passage of the law. Policies must contain specific elements; therefore, Katie contacted the Ohio Library Council (OLC) to inquire if it will be drafting a sample policy. Our new policy will be modeled after the OLC sample and will be presented for adoption at the September meeting.
- Katie requested to be absent from the annual Budget Hearing on Tuesday, August 14. She has the opportunity to visit friends in Paris, France that same week. The Board was very positive about her taking the trip; Head of Tech Services, Rochelle Baker will accompany Rebecca at the meeting.

**Unfinished Business:**

**Personnel Policy:** Last month when discussing the Personnel Policy, it was decided that a few details needed further revision. Katie presented the policy changes (copy to follow) and the discussion resulted in:

**37-2018** Kris Thompson moved to accept all presented changes to the Personnel Policy. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

**New Business:**

**Board establishes Salary and Personnel Committees for September:** The Board tabled setting the committee membership until the September meeting The delay will be to give time to developing a system of continuity.

**Set Holiday Schedule for 2019:** The following closing calendar was presented to the Board:

<b><u>2019 Library Holiday Closings</u></b>	
New Year’s Day	Tuesday, January 1
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day Weekend	Saturday-Monday, Aug 31-Sept 2 Only Monday is a paid holiday
Staff In-Service Day	Monday, October 14
Thanksgiving Day	Thursday, November 28
Christmas Eve	Tuesday, December 24
Christmas Day	Wednesday, December 25
New Year’s Eve	Tuesday, December 31 Half day closing at 1 PM

**38-2018** Judy Starr moved to accept the above 2019 Library Holiday Closings as presented. Sue Miller seconded the motion and the resolution was passed unanimously by the Board.

**Dolly Parton Imagination Library:** Alice Munn informed Dawn Tolchinsky about the Dolly Parton Imagination Library program. This a book gifting program for children from birth to Kindergarten age. The participants receive a book each month, delivered to their place of residence. There is one program affiliate per area with many sponsors. The program affiliate must be a non-profit 501(c)(3). The cost is \$25 per enrolled child per year. The library's role is generally the location where children enroll in the program. Because the Library has the Launch-A-Young Reader Program, it was decided that we will not be actively pursuing this program.

**Fund Drive Update:** The Annual Fund Drive year runs July through June. The 14<sup>th</sup> Annual Fund Drive closed at \$18,610. The 15<sup>th</sup> Annual Fund Drive is underway and currently has a balance of \$2,050.

**Public Comments:** None

**39-2018** Kathy Beten moved to adjourn the meeting. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:52 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer