

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee November 15, 2018

Library Director Katie Ringenbach reviewed the October 2018 Management Reports produced by the UAN System. Board President Dawn Tolchinsky will review the documents at her earliest convenience. After reviewing the documents, the Committee will sign off on the reports.

Board Meeting Minutes November 15, 2018

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

Board Secretary Sue Miller called the Meeting to order at 7:03 PM.

Meeting Minutes:

49-2018 Judy Starr moved to accept the minutes of the October 18, 2018 meeting with additions to the Fiscal Officer's Remarks. Matt Connors seconded the motion and the Board passed the resolution unanimously.

Financial Statement:

Beginning Cash Balance	September	October
General Fund	\$ 326,873.32	\$ 304,070.71
June Macek Fund	\$ 22,101.21	\$ 22,003.91
Reading Garden	\$ 9,029.83	\$ 10,155.65
Launch a Young Reader	\$ 4,191.25	\$ 4,197.08
Pfouts Memorial Fund	\$ 4,080.52	\$ 4,086.19
Capital Improvements Fund	\$ 89,188.36	\$ 72,196.41
Total Beginning Cash Balance	\$ 455,464.49	\$ 416,709.95
Receipts		
General Fund	\$ 46,063.44	\$ 43,673.24
June Macek Fund	\$ 30.62	\$ 27.86
Reading Garden	\$ 1,178.79	\$ 13.43
Launch a Young Reader	\$ 5.83	\$ 5.59
Pfouts Memorial Fund	\$ 5.67	\$ 5.44
Capital Improvements Fund	\$ 103.13	\$ 96.13
Total Receipts	\$ 47,387.48	\$ 43,821.69
Expenses		
General Fund	\$ 68,866.05	\$ 59,287.97
June Macek Fund	\$ 127.92	\$ 1,076.63
Reading Garden	\$ 52.97	\$ 65.00
Launch a Young Reader	\$ -	
Pfouts Memorial Fund	\$ -	
Capital Improvements Fund	\$ 17,095.08	
Total Expenses	\$ 86,142.02	\$ 60,429.60
Ending Cash Balance		
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 Ending Cash Balance	\$ 416,709.95	\$ 400,102.04

The October interest earned was \$24.10 from Middlefield Banking Company.
October interest received from STAR Ohio was \$510.74.

50-2018

Kris Thompson moved to accept the October 2018 Financial Statements. Kathy Beten seconded the motion and the Board passed the resolution unanimously.

Fiscal Officer's Remarks:

- 1) Donations received since the October meeting: General Fund - \$360, 15th Annual Fund Drive - \$3,510. Only one donation exceeded \$249; \$2,000 donated to the 15th AFD from Michael Caputo.

51-2018 Kathy Beten moved to accept the donation of \$2,000 from Michael Caputo. The motion was seconded by Kris Thompson and the Board passed the resolution unanimously.

- 2) Building Committee Member Sean Thompson and the Fiscal Officer have been working on solutions to the ventilation issues in the attic.

Director's Report:

Statistics: The Year-to-Date circulation is 203,137 through October; therefore, it is very likely that the circulation for the year will exceed the 2017 circulation. Increases occurred in E-media, Adult books, door count and computer usage. Juvenile programming is up due to the weekly class visits by Outreach Librarian Carol Gardner and popular programs such as Pumpkin Painting. Successful Adult programs include the Wine Tasting and a program on the Edmond Fitzgerald, the freighter that sunk on Lake Superior in 1975.

General Information:

- Staffing: Adult Services Library Assistant Mike Fillinger was hired, he started working on October 30.
- Katie attended a CLEVNET Director's meeting on October 26; Mentor Public Library will be joining CLEVNET soon, thus all Lake County libraries will be members. Delivery issues have been discussed at length at the Director's meetings; items are remaining in transit well past the contracted delivery time period. To look into options for alternative delivery methods, a new committee has been formed and Katie is chairing.
- As Burton Elementary School Principal Mandy Randles is on maternity leave, the new juvenile library cards have been tabled until her return in January.
- The recently overhauled website went live on October 29. There are still a few issues with broken links that need to be corrected.
- Katie presented a copy of the newsletter to the Board.

Unfinished Business: None.

New Business:

Approve changes in salary schedule (if any): No changes were submitted.

Approve Temporary Appropriations: The following 2019 Temporary Appropriations were presented to the Board:

2019 Temporary Appropriations

General Fund	
Salaries & Benefits	\$ 636,665.46
Supplies	\$ 28,500.00
Purchased & Contracted Services	\$ 123,346.36
Library Materials & Information	\$ 133,445.16
Capital Outlay	\$ 11,000.00
Other Objects	\$ 4,500.00
Contingency	\$ 3,000.00
General Fund Total	<u>\$ 940,456.98</u>
June Macek Fund	\$ 11,000.00
Reading Garden Fund	\$ 2,000.00
Launch-A-Young Reader Fund	\$ 2,000.00
Pfouts Memorial Fund	<u>\$ 2,100.00</u>
Total Temporary Appropriations (all funds)	<u>\$ 957,556.98</u>

52-2018 Judy Starr moved to accept the 2019 Temporary Appropriations as presented. Mat Connors seconded the motion and the Board passed the resolution with the following voice vote:

Sue Miller – Aye Kris Thompson – Aye Judy Starr – Aye
Kathy Beten – Aye Matt Connors – Aye

Approve blanket transfer resolution: After a brief discussion the following motion was resolved;

53-2018 Judy Starr moved to authorize the Fiscal Officer to transfer monies in any amount not to exceed \$1,000 per transaction between any accounts, until the end of the 2018 fiscal year, in order to pay year-end invoices. The motion was seconded by Kathy Beten and the Board passed the resolution unanimously.

Approve Ohio Library Council (OLC) membership dues for staff:

54-2018 Kathy Beten moved that the Board of Trustees pay \$650 OLC membership dues for staff. Kris Thompson seconded the motion and the Board passed the resolution unanimously.

Executive Session-Personnel Committee evaluates Director and Fiscal Officer and discussion regarding salary increases:

55-2018 Judy Starr moved to go into Executive Session at 7:30 PM to discuss the possible salary increases and for evaluation of the Director and Fiscal Officer. Matt Connors seconded the motion and the Board passed the resolution unanimously.

At 7:36 PM the Board left Executive Session having only discussed the salary increases, leaving the evaluation of the Director and Fiscal Officer for the December meeting.

56-2018 Kathy Beten moved to increase staff salaries by 3 percent starting with the second pay in 2019. Matt Connors seconded the motion and the Board passed the resolution with the following voice vote:

Sue Miller – Aye Kris Thompson – Aye Judy Starr – Abstained
Kathy Beten – Aye Matt Connors – Aye

The date of the December 2018 Board meeting has been changed to Thursday, December 13 at 7 PM. The Fiscal Officer will inform the Geauga Times Courier of the change

Fund Drive Update: The 15th Annual Fund Drive has generated \$5,560 in donations; the letters were mailed November 6.

Public Comments: No public present at the meeting.

57-2018 Kathy Beten moved to adjourn the meeting. Kris Thompson seconded the motion and the Board passed the resolution unanimously.

The meeting adjourned at 7:44 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer