

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee March 15, 2018

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

Board Meeting Minutes March 15, 2018

Present: Board Members Dawn Tolchinsky, Kathy Beten, Sue Miller, Kris Thompson, John Emig and Matt Connors; Katie Ringenbach and Fiscal Officer Rebecca Herrick.

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

Meeting Minutes:

18-2018 With no additions or corrections to the February 15, 2018 regular meeting minutes Kris Thompson moved to accept the minutes. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board with Sue Miller abstaining.

Financial Statement:

February 2018	
Beginning Cash Balance	
General Fund	\$127,692.60
June Macek Fund	\$25,696.03
Reading Garden Fund	\$9,042.75
Launch-a-Young Reader Fund	\$4,033.15
Pfouts Memorial Fund	\$3,960.51
Capital Improvements Fund	<u>\$100,021.50</u>
Total Beginning Cash Balance	\$270,446.54
Receipts	
General Fund	\$209,799.35
June Macek Fund	\$0.00
Reading Garden Fund	\$0.00
Launch-a-Young Reader Fund	\$0.00
Pfouts Memorial Fund	\$0.00
Capital Improvements Fund	<u>\$0.00</u>
Total Receipts	\$209,799.35
Expenses	
General Fund	\$60,382.25
June Macek Fund	\$655.00
Reading Garden Fund	\$0.00
Launch-a-Young Reader Fund	\$0.00
Pfouts Memorial Fund	\$0.00
Capital Improvements Fund	<u>\$0.00</u>
Total Expenses	\$61,037.25
Ending 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	<u>\$100,021.50</u>
Total Ending Cash Balance	<u>\$419,208.64</u>
The February 2018 interest earned at Middlefield Banking Company was \$69.22.	

19-2018 Sue Miller moved to accept the February 2018 Financial Statement. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the February meeting: General Fund - \$347.65, 14th Annual Fund Drive - \$100, Joseph Durket Launch-A-Young Reader Fund - \$25. One donation exceeded the \$249 threshold for disclosure to the Board - \$347.65 from the James Endowment Foundation. A resolution is required.

20-2018 Kathy Beten moved to accept the donations in excess of \$249 as listed above. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

Director's Report:

Statistics: February statistics are down 1.5 percent. Year to date circulation is up 5.2 percent. A slight increase in computer use could be the result of all users having to log in with the Cassie computer management software that was installed on February 20.

- Clevnet will be making auto-renewals effective on April 2. The system will renew items the day before they are due with an additional day, to keep the item due on the same day of the week.
- Author Christina Baker Kline will be speaking at 3 PM on April 25; this program is a collaboration between all public libraries in Lake and Geauga County.
- There will be a book sale this Saturday and Sunday. The sale will take place in the larger basement room where the book sales were held in the past. The floor has been leveled and painted. The walls have also been painted.
- Katie and Dawn had lunch with the Director of Geauga County Public Library (GCPL) and its Board president. At the meeting it was suggested that the two Boards have a joint meeting. This will be considered at a later date.
- GCPL is retiring a 10-year-old bookmobile that it has offered to the Burton Library. After discussion of the pros and cons in accepting the vehicle the Board declined the generous offer.
- A new Clevnet contract should be available for the April Board meeting. The cost model and the fiscal year changed; therefore, all participants must sign a new contract.
- The Library was closed early twice since the last Board meeting; on March 1 due to a power outage and on March 8 due to excessive snow fall.
- Carpet samples and design plan for the Children's Room carpet replacement were shown to the Board. The Board liked the plan but did not like the type of carpet (a long loop, almost shag) or the color of green available from the manufacturer; other options will be requested.

Unfinished Business:

PRIME Survey: The cost of mailing the survey could be as high as \$1,280. This was reported to Dawn during the last week of February. She suggested that we do the survey in-house with the use of social media and our website to get the word out. Also, for \$35 for a month, Survey Monkey can be linked to our website for the convenience of website users. It was also suggested to present a news release about the survey to the local newspapers. The survey will be conducted for about a month.

South Range School Tour: Katie and Dawn toured 8-year-old South Range School February 23. The visit focusing on the Library/Media Center. It was clear that this arrangement will not work for relocating the Burton Public Library.

By-Law update: The Board decided to make the service area statement in the By-Laws clearer by adding "southern portion" before "Berkshire School District" and changing "Ohio Historical Society" to "Ohio History Connection" (the current name).

New Business:

Discarded books to the Armed Services: A board member requested that discards that do not sell in the book sale this weekend be sent to the Navy to update its ship libraries. The Board agreed that this is very possible and the logistics of getting the books delivered was discussed.

Fund Drive Update: The Fund Drive has received \$18,610 from 139 donors.

Public comments: No public present.

21-2018 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 7:50 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer