

## BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

### Audit Committee June 21, 2018

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

### Board Meeting Minutes June 21, 2018

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

The Meeting was called to order at 7:02 PM by Board President Dawn Tolchinsky.

#### **Meeting Minutes:**

**32-2018** Sue Miller moved to accept the May 22, 2018 regular meeting minutes. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board voting: Sue Miller abstained.

#### **Financial Statement:**

<b><u>May 2018</u></b>	
<b>Beginning Cash Balance</b>	
General Fund	\$267,684.33
June Macek Fund	\$23,994.85
Reading Garden Fund	\$9,002.82
Launch-a-Young Reader Fund	\$4,060.66
Pfouts Memorial Fund	\$3,962.96
Capital Improvements Fund	<u>\$100,083.51</u>
<b>Total Beginning Cash Balance</b>	<b>\$408,789.13</b>
<b>Receipts</b>	
General Fund	\$44,831.09
June Macek Fund	\$18.81
Reading Garden Fund	\$6.97
Launch-a-Young Reader Fund	\$33.22
Pfouts Memorial Fund	\$104.45
Capital Improvements Fund	<u>\$78.80</u>
<b>Total Receipts</b>	<b>\$45,073.34</b>
<b>Expenses</b>	
General Fund	\$75,341.25
June Macek Fund	\$100.00
Reading Garden Fund	\$144.97
Launch-a-Young Reader Fund	\$0.00
Pfouts Memorial Fund	\$0.00
Capital Improvements Fund	<u>\$0.00</u>
<b>Total Expenses</b>	<b>\$75,586.22</b>
<b>Ending 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 Ending Cash Balance</b>	<b><u>\$378,276.25</u></b>
The May 2018 interest earned at Middlefield Banking Co. (MBC) was \$38.60, STAR Ohio interest received in May was \$297.58. (First quarter interest received from MBC was \$227.98.)	

**33-2018** John Emig moved to accept the May 2018 Financial Statement. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

**Fiscal Officer's Remarks:**

- 1) There were no donations received since the May meeting.
- 2) Two members of the Building Committee, Sean Thompson and Lon Miller, along with the Fiscal Officer reviewed the insulation in the attic. They felt that the insulation is close to sufficient but more blown-in insulation or batt insulation would be a beneficial. Insulating the decking under the shingles would just result in curled shingles. The committee recommended adding soffit vents around the perimeter of the original building and vents on the flat roof. They also thought that there may be condition that needs attention under the metal decorative pieces on the bump-out on the front and side of the building. New Vision Commercial Roofing was contacted for a quote; the company recommended installing five (5) 12" turbine vents for a cost of \$2,217. A referral for the soffit vents was requested as New Vision respectfully declined the work. Our name was given to a gentleman who has yet to call.
- 3) The Berkshire School Board approved the tax budget.
- 4) Progress is being made on the Fiscal Officer Guidebook.
- 5) A letter has been created to Kayline Company regarding the Lightbulb Replacement Project and the lack of quality material provided by the company. The letter expresses disapproval of the bait and switch used when they recommended bulbs and then provided different bulbs for the project. After additional editing, the Board President will be signing the letter.

**Director's Report:**

**Statistics:** Monthly statistics are up, due primarily to auto renewals. The people counter was not working properly in May. SenSource replaced the front door unit on June 21. An estimate was made based on the previous May. June will also have to be estimated. As of June 19, Overdrive is again carrying magazines. Katie presented the following Summer Reading Program statistics:

	<b>2018 Participants to date</b>	<b>Total 2017 Participants</b>	<b>2017 Participants as of end of June</b>
Babies	30	19	18
Children	261	232	223
Teens	25	38	35
Adult	88	134	60

- There have been numerous false fire alarms recently. The fire department responded to the library on June 1, 18, and 19. Vector Security was here on June 7, 18, 19, and 21. Villers Electric came to bypass a difficult to reach sensor on June 20. As of today our system is in working order. Since all of the sensors are old, the Fiscal Officer and Director have an appointment on June 25 with Vector to talk about replacing all sensors in the building.
- Reference Supervisor Paula Wagner suggested running "Food for Fines" during the month of July. Patrons donate canned goods with staff removing one dollar in fines per item donated. The Board was enthusiastic regarding the idea and instructed Katie to proceed.
- Katie met with Berkshire School District Superintendent John Stoddard and Burton Elementary Principal Mandy Randles regarding the Library hiring a part time Children's Outreach Librarian to visit the schools on a more frequent basis. Both were appreciative of this service. The Library will move forward with hiring this position soon.
- Carpet samples from both Burton Carpet Shoppe and Interfinish (the company that will be installing carpeting in the Children's Department) were presented to the Board. The discussion concluded with the preference to stay with the local company. Not only did the Board prefer the carpet samples from Burton Carpet Shoppe but also preferred to support a community business.

**Unfinished Business:**

**Security Camera Records Policy:** Tabled until the July meeting.

**New Business:**

**Personnel Policy Review:** Katie presented the proposed changes to the Personnel Policy (copy to follow) the Board would like to vote on the changes next month.

**Request for Notification:** Kris Thompson asked that the Board be notified whenever a staff or Board member has a death in the family.

**Fund Drive Update:** Nothing to report

**Public comments:** No public present.

**34-2018** Kris Thompson 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 8:05 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer

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