

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee November 21, 2019

Board President John Emig and Library Director Katie Ringenbach reviewed the October 2019 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes November 21, 2019

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

The Meeting was called to order at 6:34 PM by Board President John Emig.

Meeting Minutes:

48-2019 With no additions or corrections to the October 17, 2019 regular meeting minutes Sue Miller moved to accept the minutes. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

Financial Statement: The financial statement presented below includes September and October information. The September statement was not approved at the October meeting because it was incorrect.

Beginning Cash Balance	August '19	September '19	October '19
General Fund	\$ 332,654.15	\$ 301,578.05	\$ 292,173.79
June Macek Fund	\$ 27,507.03	\$ 27,543.75	\$ 27,535.52
Reading Garden	\$ 8,033.04	\$ 8,043.76	\$ 9,450.57
Launch a Young Reader	\$ 3,634.29	\$ 3,639.14	\$ 3,644.54
Pfouts Memorial Fund	\$ 3,639.38	\$ 3,644.24	\$ 3,649.64
Capital Improvements Fund	\$ 171,610.47	\$ 164,275.64	\$ 164,095.74
Total Beginning Cash Balance	\$ 547,078.36	\$ 508,724.58	\$ 500,549.80
Receipts			
General Fund	\$ 39,687.68	\$ 66,998.22	\$ 48,820.79
June Macek Fund	\$ 36.72	\$ 40.77	\$ 34.56
Reading Garden	\$ 10.72	\$ 1,406.81	\$ 11.86
Launch a Young Reader	\$ 4.85	\$ 5.40	\$ 33.62
Pfouts Memorial Fund	\$ 4.86	\$ 5.40	\$ 4.58
Capital Improvements Fund	\$ 219.01	\$ 243.44	\$ 205.97
Total Receipts	\$ 39,963.84	\$ 68,700.04	\$ 49,111.38
Expenses			
General Fund	\$ 70,763.78	\$ 76,402.48	\$ 57,777.87
June Macek Fund	\$ -	\$ 49.00	\$ -
Reading Garden	\$ -	\$ -	\$ -
Launch a Young Reader	\$ -	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -	\$ -
Capital Improvements Fund	\$ 7,553.84	\$ 423.34	\$ -
Total Expenses	\$ 78,317.62	\$ 76,874.82	\$ 57,777.87
Ending Cash Balance			
General Fund	\$ 301,578.05	\$ 292,173.79	\$ 283,216.71
June Macek Fund	\$ 27,543.75	\$ 27,535.52	\$ 27,570.08
Reading Garden	\$ 8,043.76	\$ 9,450.57	\$ 9,462.43
Launch a Young Reader	\$ 3,639.14	\$ 3,644.54	\$ 3,678.16
Pfouts Memorial Fund	\$ 3,644.24	\$ 3,649.64	\$ 3,654.22
Capital Improvements Fund	\$ 164,275.64	\$ 164,095.74	\$ 164,301.71
Total Ending Cash Balance	\$ 508,724.58	\$ 500,549.80	\$ 491,883.31
September interest earned from MBC was \$30.88; October interest was \$25.66			
Third quarter interest received from MBC was \$99.63			
Sept interest received from STAR Ohio was \$644.90, October interest was \$616.62.			
The cash balance in STAR Ohio at 10/31/19 was \$354,388.48.			

49-2019 Dawn Tolchinsky moved to accept the September and October financial statements as corrected at the meeting. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the October meeting: 16th Annual Fund Drive - \$7,137. Donations that exceeded \$249 are: \$2,500 from Michael and Kareen Caputo, \$500 from Kathy Schaefer and \$300 from Jim and Lora Myers; each for the 16th AFD.

50-2019 Kathy Beten moved to accept the donations as listed above. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

Director's Report:

Statistics: Circulation in October was down slightly, this does not cause concern because circulation is still up for the year. Circulation of Browser DVDs is down by 27 percent, perhaps because they still accrue fines.

- The Holiday Luncheon being held December 10 is also Technical Services Supervisor Rochelle Baker's retirement party. She has requested carrot cake with cream cheese frosting. Circulation Supervisor Nancy Carlson has offered to fulfill this request. Several community members and former employees, along with the Library Friends Group have been invited to attend.
- Building Update: Completed improvements to the building include: The installation of the book drop chutes in the wall adjacent to the circulation office; the Reference desk in the Children's room has been shortened to allow easier access, this access also made shortening the magazine display necessary this work is complete. The electrical supply for the Children's Reference desk needs to be re-routed. The second floor restrooms construction project is going well and near completion.
- Staffing changes: On November 1 Rochelle Baker reduced her hours to one to two days per week; the same day Becky Wiegman began as the Technical Services Supervisor and Christina Mihalic began in the new position of Reference and Youth Services Supervisor. The new Reference Assistant Alan Fink, Jr. will begin on November 27 for his 20 hour per week position. Pending the completion of the Student Work Permit Gennah Brown will be hired as a Page.
- The following five staff members have been trained regarding the 2020 Census: Katie Ringenbach, Nancy Carlson, Carlina Sweigert, Christina Mihalic and Becky Wiegman.
- At their October Board Meeting Geauga County Public Library Board of Trustees passed a resolution stating their intention to go fine free in 2020.
- The Library Newsletter will be mailed next week.

Unfinished Business:**New Business:**

Changes to Circulation Policy: One change to the Circulation Policy (copy to follow) was presented to the Board. This change increases the limit of Hoopla checkouts per month from 15 to 20. After a brief discussion the Board agreed to the change with the following resolution.

51-2019 Dawn Tolchinsky moved to updated Circulation Policy to show 20 Hoopla checkouts per patron per month. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Executive Session – personnel matter: discipline/dismissal**Executive Session – Personnel Committee evaluates Director and Fiscal Officer**

52-2019 Kristine Thompson moved to enter into Executive Session at 7 PM to discuss: Personnel Matters and Staff Salaries. Matt Connors seconded the motion and the resolution was passed by the following voice vote:

Kris Thompson – Aye
Judy Starr – Aye
John Emig – Aye

Sue Miller – Aye
Kathy Beten – Aye

Dawn Tolchinsky – Aye
Matt Connors – Aye

The Board exited Executive Session at 7:22 PM

The Director and Fiscal Officer will be evaluated at the December Board Meeting.

Approve changes to Salary Schedule: The proposed change to the Salary Schedule (copy to follow) is to increase the starting range for Clerk I to \$11. Currently Clerk I compensation starts at \$10 per hour. The change is being presented to keep the Library competitive, some fast-food places and big box stores start employees at \$12 per hour. With this change the range for Clerk I would be \$11 - \$14 per hour. A discussion resulted in the following:

53-2019 Dawn Tolchinsky moved to change the Clerk I range from \$10-\$14 to \$11-\$14 per hour. Sue Miller seconded the motion and the resolution was passed unanimously by the Board.

Approve salary increases for staff:

54-2019 Dawn Tolchinsky moved to increase all staff salaries by three percent starting with the second pay of 2020. Kristine Thompson seconded the motion and the resolution was passed by the following voice vote:

Kris Thompson – Aye	Sue Miller – Aye	Dawn Tolchinsky – Aye
Judy Starr – Abstained	Kathy Beten – Aye	Matt Connors – Aye
John Emig – Aye		

Approve Blanket Transfer Resolution:

55-2019 Sue Miller 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 2019 fiscal year, in order to pay year-end invoices. The motion was seconded by Dawn Tolchinsky and the Board passed the resolution unanimously.

Approve Ohio Library Council (OLC) Membership Dues for staff: The cost to provide membership for nine staff members is \$645.

56-2019 Kathy Beten moved to pay the membership dues for staff at a cost of \$645 for 2020. Kristine Thompson seconded the motion and the resolution was passed unanimously by the Board.

Biennial review Property Insurance bids: The Fiscal Officer presented four responses to bid requests: Travelers Insurance passed on the request due to the small premium; Jackson, Dieken & Associates felt that they could not be competitive; Seibert Keck Insurance Partners presented a bid but they did not cover the Library at the same amounts as our current insurer, nor did they include Public Officials Liability (coverage for the Board), Employee Practices Liability, Crime Coverage or Cyber Coverage; therefore, their premium was less than the bid presented by Ohio Plan. Communications were made with Love Insurance, Burton Library's insurance broker; they stated that if they matched the bid presented by Siebert Keck, the premium would be less than Siebert Keck's. The Board advised to keep with Ohio Plan insurance at a cost of \$7,797.

Temporary Appropriation presented: The Fiscal Officer presented the following Temporary Appropriation:

2020 Temporary Appropriations

General Fund

Salaries & Benefits	\$ 631,802.52
Supplies	\$ 31,000.00
Purchased & Contracted Services	\$ 109,422.51
Library Materials & Information	\$ 140,000.00
Capital Outlay	\$ 7,000.00
Other Objects	\$ 4,900.00
Contingency	\$ 3,000.00
General Fund Total	<u>\$ 927,125.03</u>

June Macek Fund \$ 13,000.00

Reading Garden Fund \$ 2,000.00

Launch-A-Young Reader Fund \$ 2,000.00

Pfouts Memorial Fund \$ 2,000.00

Total Temporary Appropriations (all funds) **\$ 946,125.03**

57-2019 Dawn Tolchinsky moved to accept the 2020 Temporary Appropriations as presented. Sue Miller seconded the motion and the Board passed the resolution with the following voice vote:

Kris Thompson – Aye	Sue Miller – Aye	Dawn Tolchinsky – Aye
Judy Starr – Aye	Kathy Beten – Aye	Matt Connors – Aye
John Emig – Aye		

Fund Drive Update: The 16th Annual Fund Drive has generated \$9,137 in donations; the letters were mailed November 6.

Public comments: None.

58-2019 Kathy Beten moved to adjourn the meeting. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:46 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer