

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee December 12, 2019

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

Board Meeting Minutes December 12, 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 7:00 PM by Board Vice President Matt Connors. Board President John Emig arrived minutes later and officiated the meeting after arrival.

Meeting Minutes:

59-2019 With no additions or corrections to the November 21, 2019 regular meeting minutes Dawn Tolchinsky moved to accept the minutes. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

Financial Statement:

Beginning Cash Balance	October '19	November '19
General Fund	\$ 292,173.79	\$ 283,216.71
June Macek Fund	\$ 27,535.52	\$ 27,570.08
Reading Garden	\$ 9,450.57	\$ 9,462.43
Launch a Young Reader	\$ 3,644.54	\$ 3,678.16
Pfouts Memorial Fund	\$ 3,649.64	\$ 3,654.22
Capital Improvements Fund	\$ 164,095.74	\$ 164,301.71
Total Beginning Cash Balance	\$ 500,549.80	\$ 491,883.31
Receipts		
General Fund	\$ 48,820.79	\$ 51,945.39
June Macek Fund	\$ 34.56	\$ 34.79
Reading Garden	\$ 11.86	\$ 12.20
Launch a Young Reader	\$ 33.62	\$ 4.56
Pfouts Memorial Fund	\$ 4.58	\$ 4.71
Capital Improvements Fund	\$ 205.97	\$ 177.20
Total Receipts	\$ 49,111.38	\$ 52,178.85
Expenses		
General Fund	\$ 57,777.87	\$ 85,777.42
June Macek Fund	\$ -	\$ 585.00
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ 143.67
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ 26,818.86
Total Expenses	\$ 57,777.87	\$ 113,324.95
Ending Cash Balance		
General Fund	\$ 283,216.71	\$ 249,384.68
June Macek Fund	\$ 27,570.08	\$ 27,019.87
Reading Garden	\$ 9,462.43	\$ 9,474.63
Launch a Young Reader	\$ 3,678.16	\$ 3,539.05
Pfouts Memorial Fund	\$ 3,654.22	\$ 3,658.93
Capital Improvements Fund	\$ 164,301.71	\$ 137,660.05
Total Ending Cash Balance	\$ 491,883.31	\$ 430,737.21
November interest earned from Middlefield Banking Company was \$16.93.		
November interest received from STAR Ohio was \$554.49.		
Balance in the Star Ohio account is \$354,942.97		

60-2019

Sue Miller moved to accept the November financial statement. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the November meeting: 16th Annual Fund Drive - \$4,210; Joseph Durket Launch-A-Young Reader Fund - \$200, Donations that exceeded \$249 are: \$1,000 from Tom Briggs at Geauga Credit Union, \$500 from Elmer Bollinger and \$250 from Don and Marilyn Hornak; each for the 16th AFD.

61-2019 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 November was down slightly again but Katie acknowledged that the circulation should remain positive for 2019. The count of people through the door is higher than last October even though program attendance is down slightly.

- Building and grounds improvements: The second floor restrooms project is complete; the automatic door was installed on November 27. The American Elm tree was trimmed on December 4 to prevent the branches from damaging the shingles on the roof. All the trees in the Reading Garden had their roots treated with an air shovel to remove excess mulch build-up.
- Staff changes: Alan Fink Jr. started as an Adult Services Assistant on November 27 and Gennah Brown started as a Page on December 9. Rochelle Baker is scheduled to work Saturday, December 14, her last day.
- Katie expressed her thanks for the lovely luncheon on December 10.
- Programs: Polar Express was held yesterday and was very well attended. Charlie Caputo was Santa again this year, a roll he truly enjoys. Christmas in Cleveland program attracted about 30 attendees and as always Chardon Polka Band packed the house despite the snowfall.

Unfinished Business:**Executive Session: Personnel Committee evaluates Director and Fiscal Officer:**

62-2019 Sue Miller moved to go into Executive Session for the purpose of discussing personnel at 7:10 PM. The motion was seconded by Kris Thompson and the resolution was passed by the following voice vote:

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

The Board exited Executive Session at 7:20 PM

New Business: None

Fund Drive Update: The 16th Annual Fund Drive has generated \$13,622 in donations.

Public comments: None.

63-2019 Kathy Beten moved to adjourn the meeting. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:23 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer