

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee March 18, 2021

Board President Matt Connors and Library Director Katie Ringenbach reviewed the February 2021 Management Reports produced by the UAN System. The Committee signed off on the reports.

Virtual Board Meeting Minutes Board Meeting Minutes March 18, 2021

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDq0ZDU5NiltMzJIYi00MmIxLWFhNGYtYWZiMzQ1YjJkOTIx%40thread.v2/0?context=%7b%22Tid%22%3a%22892462e0-6630-4d5b-a311-b900ff1e4337%22%2c%22Oid%22%3a%226de162bb-23d2-40e4-b67f-5d00dd861686%22%7d

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

Board President Matt Connors called the Meeting to order at 7:02 PM.

Meeting Minutes:

17-2021 With no additions or corrections to the February 18, 2021 regular meeting minutes Forrest Burt moved to accept the minutes. Kristine Thompson seconded the motion and the resolution passed by the following voice vote:

Forrest Burt – Yes Kristine Thompson – Yes Dawn Tolchinsky – Yes
Matt Connors – Yes Kathy Beten – Yes Judy Starr – Yes Sue Miller – Yes

Financial Statement:

	January 2021	February 2021
Beginning Cash Balance		
General Fund	\$ 271,860.12	\$ 302,823.80
June Macek Fund	\$ 33,595.59	\$ 33,597.75
Reading Garden	\$ 7,398.60	\$ 6,776.79
Launch a Young Reader	\$ 3,227.03	\$ 3,277.23
Pfouts Memorial Fund	\$ 3,764.01	\$ 3,764.25
LSTA Grant Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 2,580.51	\$ 2,580.55
Capital Improvements Fund	\$ 196,322.15	\$ 196,334.76
Total Beginning Cash Balance	\$ 518,748.01	\$ 549,155.13
Receipts		
General Fund	\$ 77,096.78	\$ 220,722.17
June Macek Fund	\$ 2.16	\$ 1.51
Reading Garden	\$ 0.44	\$ 0.30
Launch a Young Reader	\$ 50.20	\$ 0.15
Pfouts Memorial Fund	\$ 0.24	\$ 0.17
LSTA Grant Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 0.04	\$ 0.04
Capital Improvements Fund	\$ 12.61	\$ 8.84
Total Receipts	\$ 77,162.47	\$ 220,733.18
Expenses		
General Fund	\$ 46,133.10	\$ 46,770.56
June Macek Fund	\$ -	\$ 61.50
Reading Garden	\$ 622.25	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
LSTA Grant Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 46,755.35	\$ 46,832.06
Ending Cash Balance		
General Fund	\$ 302,823.80	\$ 476,775.41
June Macek Fund	\$ 33,597.75	\$ 33,537.76
Reading Garden	\$ 6,776.79	\$ 6,777.09
Launch a Young Reader	\$ 3,277.23	\$ 3,277.38
Pfouts Memorial Fund	\$ 3,764.25	\$ 3,764.42
LSTA Grant Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 2,580.55	\$ 2,580.59
Capital Improvements Fund	\$ 196,334.76	\$ 196,343.60
Total Ending Cash Balance	\$ 549,155.13	\$ 723,056.25
Middlefield Banking Co. February savings account interest earned was \$10.60. MBC February checking account interest received was \$11.05 February dividend received from STAR Ohio was \$21.43. The current balance in the STAR Ohio account is \$307,724.56.		

18-2021 Dawn Tolchinsky moved to accept the February 2021 Financial Statements. Sue Miller seconded the motion and the resolution passed by the following voice vote:

Dawn Tolchinsky – Yes	Sue Miller – Yes	Kathy Beten – Yes
Kristine Thompson – Yes	Forrest Burt - Yes	Matt Connors - Yes
Judy Starr – Yes		

Fiscal Officer's Remarks:

1) Donations received since the February meeting: General Fund - \$514.57, 17th Annual Fund Drive - \$305.

19-2020 Kathy Beten moved to accept the donations as listed above. The motion was seconded by Kristine Thompson and the resolution was passed by the following voice vote:

Kathy Beten – Yes	Kristine Thompson – Yes	Sue Miller – Yes
Dawn Tolchinsky – Yes	Forrest Burt - Yes	Matt Connors - Yes
Judy Starr – Yes		

- 2) Middlefield Banking Company (MBC) update: At the February meeting, the Fiscal Officer informed the Board about new charges to the MBC checking account. Patti Russo the contact person for the Library from MBC, returned to work and explained that these are new charges and unavoidable. Current charges are \$25 for ACH Manager (payroll) and \$10 for Positive Pay. The Positive Pay fee has increased twice to \$30 per month since the Library signed up the service. Lisa Sanborn, Electronic Banking Specialist at MBC, did not increase the Positive Pay fee on the account, as a courtesy to the Library. There may be no way to avoid these charges even at another bank. Huntington Bank, Geauga Credit Union and US Bank in Middlefield will be contacted for a Request for Banking Services Proposal.
- 3) The meeting with two gentlemen from RSA Architects LLC, David A. Jansen and Anthony F. Majc went well. They will be writing up a proposal and partial plans for discovery of the cost of the project to increase the function and size of the basement before proceeding forward. To date, the proposal has not been received.

Director's Report:

Statistics: February statistics were down 13.5 percent when compared to February of 2020. March statistics should be better because the library was closed March 14, 2020 due to the pandemic. Most of the circulation trends we had been experiencing have continued. Kanopy, the new video streaming service the Library is providing to patrons, has been added to the statistics. The Kanopy app is more readily available for numerous devices and easier to use than RB Digital, the former streaming service.

- At next month's meeting, Katie will be presenting a new Materials Selection Policy. The current policy was adopted in 1986 and reviewed in 1989, 1996 and finally in 2006. In the past month there have been more questions regarding material selection than there have been in the last five years; most due to issues surrounding Dr. Seuss books. A writer for the Geauga County Tea Party also called a couple of times. He is aware of what materials Geauga County Public Library is offering and was inquiring as to what books BPL is promoting.
- Ohio Governor Mike DeWine announced that libraries will be distributing at-home rapid COVID-19 tests to the public. Three hundred tests were initially received; BPL staff only keeps track of how many tests are distributed via a website. The test is very easy to do; if one does the test with the on-line proctor, the test results are official and counted.
- Evening hours on Monday and Wednesday were reinstated. Patrons have been slow to return during those hours. The feedback is positive regarding the additional hours. Before shutdown the Library was open 59 hours a week, after the reinstatement 56 hours. One Friday evening hour and two hours on Saturday have not been reinstated. It was suggested that a sign be added outside promoting the newly available evening hours.
- Gennah Brown, a student Page, has returned to work due to the expanded hours.
- Additional Staff news: Dan Itschner, Youth Services monitor announced that he will be stepping down from his position at the end of the school year. He appreciated the opportunity but feels that 39 years of monitoring student behavior is long enough.
- Summer Reading Program: the customary Kick-Off in June is very unlikely. Christina Mihalic, Adult and Children's Services Supervisor, has been communicating with the Chardon Polka Band regarding a tentative concert in August, in anticipation that gathering restrictions may be less at that time. Most of the Youth Programs will continue to be virtual this summer. The Library hopes to reinstate some in person programs for older children in groups of ten, if allowable.

Unfinished Business: None

New Business: None

Fund Drive Update: The Fund Drive has received \$19,129.02 from 115 donors; this is the fourth highest revenue collection of the 17 Annual Fund Drives.

Public comments: No public present.

20-2021 Kathy Beten moved to adjourn the meeting. Dawn Tolchinsky seconded the motion and the resolution passed unanimously by the Board all concurrently responding "aye".

The meeting adjourned at 7:24 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer