

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee June 17, 2021

Board President Matt Connors did not attend the meeting; therefore, he will review the reports at a later date. Library Director Katie Ringenbach reviewed the May 2021 Management Reports produced by the UAN System; she signed off on the reports.

Board Meeting Minutes June 17, 2021

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

Vice President Sue Miller called the Meeting to order at 7:01 PM.

Meeting Minutes:

33-2021 With no additions or corrections to the May 20, 2021 regular meeting minutes Kristine Thompson moved to accept the minutes. Forrest Burt seconded the motion and the resolution was passed unanimously by the Board

Financial Statement:

	April 2021	May 2021
Beginning Cash Balance		
General Fund	\$ 486,806.89	\$ 454,110.72
June Macek Fund	\$ 32,318.53	\$ 32,251.13
Reading Garden	\$ 6,777.78	\$ 6,705.12
Launch a Young Reader	\$ 3,277.71	\$ 3,277.87
Pfouts Memorial Fund	\$ 3,764.81	\$ 3,765.00
Coronavirus Relief Fund	\$ 2,546.40	\$ 2,496.43
Capital Improvements Fund	\$ 196,363.28	\$ 196,373.04
Total Beginning Cash Balance	\$ 731,855.40	\$ 698,979.31
Receipts		
General Fund	\$ 44,602.90	\$ 51,768.34
June Macek Fund	\$ 1.60	\$ 1.52
Reading Garden	\$ 0.34	\$ 0.31
Launch a Young Reader	\$ 0.16	\$ 22.16
Pfouts Memorial Fund	\$ 0.19	\$ 0.18
Coronavirus Relief Fund	\$ 0.05	\$ 0.05
Capital Improvements Fund	\$ 9.76	\$ 9.36
Total Receipts	\$ 44,615.00	\$ 51,801.92
Expenses		
General Fund	\$ 77,299.07	\$ 60,248.40
June Macek Fund	\$ 69.00	\$ 154.00
Reading Garden	\$ 73.00	\$ 36.62
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 50.02	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 77,491.09	\$ 60,439.02
Ending Cash Balance		
General Fund	\$ 454,110.72	\$ 445,630.66
June Macek Fund	\$ 32,251.13	\$ 32,098.65
Reading Garden	\$ 6,705.12	\$ 6,668.81
Launch a Young Reader	\$ 3,277.87	\$ 3,300.03
Pfouts Memorial Fund	\$ 3,765.00	\$ 3,765.18
Coronavirus Relief Fund	\$ 2,496.43	\$ 2,496.48
Capital Improvements Fund	\$ 196,373.04	\$ 196,382.40
Total Ending Cash Balance	\$ 698,979.31	\$ 690,342.21
Middlefield Banking Co. May savings account interest earned was \$6.19.		
MBC May checking account interest received was \$12.75.		
May dividend received from STAR Ohio was \$19.97.		
The current balance in the STAR Ohio account is \$307,785.36.		

34-2021 Dawn Tolchinsky moved to accept the May 2021 Financial Statements. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the May meeting: General Fund - \$9,816.31; Joseph Durket Launch-a-Young Reader Fund - \$18. The donation that exceeded \$249 is \$9,421.31 from the estate of Lynn Knable; the executives asked that a plaque be displayed in the Library acknowledging the donation; this donation was to the General Fund.

35-2020

Kathy Beten moved to accept the donation with the stipulation of a plaque. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board

- 2) Health Insurance update: The 3.9 percent increase for medical, no increase for dental or vision premiums, and the two premium holidays recently received an affirmative vote by the Stark County Schools Council of Governments Board of Directors. This change goes into effect in July.

Director's Report:

Statistics: BPL was closed for about half of May 2020 and was open for only curbside service for the remainder of the month during the pandemic. Therefore, 2021 statistics are still amazing having very high circulation numbers in comparison. Kanopy has been acquired by OverDrive. When OverDrive acquired RBDigital, their AcornTV streaming service was discontinued.

- Staffing:

- Dan Itschner's last day was June 9; no applications for the Youth Services Monitor position have been received.
- Ten interviews have been conducted for the open positions with two more scheduled for next week.
- The Page position has been filled by Hope Zagar; her first day is June 21.

The North East Ohio Regional Library System has conducted a state wide salary survey. The results will be available in July. Currently, the pay range for the Page position is \$8.80-\$9.00; this and the rest of staff compensation will be addressed after receiving the results of the survey. The salary survey also asked about staff benefits; this will also be presented to the Board when available.

- Outdoor Story Times began on June 7 with approximately 30 people attending. For the second session, about 15 people attended, even though it was cold and overcast with rain threatening.
- Summer Reading Kickoff on June 7 was held virtually again this year. So far there are more than 110 participants registered.
- Administration met with Marc Bittinger of CBLH Design, the designers of the two new Geauga County Public Library branches to discuss the basement project. He was very informative and helpful. His strongest recommendation was to consider replacing the aging boiler before beginning the basement project. He can recommend an analyst to review the current equipment and what needs to be updated. To date, three boiler quotes have been received from two companies. Two of the quotes are for boilers that are 85 percent efficient and one for high efficiency. The Board suggested contacting Burton Sheet Metal for a recommendation on what system would be best for the Library and to quote the project. After receiving the quote, a Building Committee meeting will be called.

Unfinished Business:

Request of Banking Services Proposal: The requests will be hand delivered on July 21, 2021.

New Business:

Personnel Policy Review: Numerous changes to the Personnel Policy were discussed (copy to follow). Sue Miller offered to edit the policy prior to the final draft. Approval of the updated policy is tabled until the July meeting.

Modification of the Fiscal Officer work schedule: The Fiscal Officer requested to continue working 32 hours a week over four (4) days instead of five (5). This request is being made to allow her to assist her son's family with childcare. The unusual part of the request is that a different day each week will be needed. Her daughter-in-law does not work a set schedule, but the schedule is known six weeks in advance. The Board decided to permit the Fiscal Officer to have any single day off during the week on a provisional basis. If this becomes a problem for staffing the Library, the day off will have to be fixed.

Executive Session: Security matters

36-2021 Dawn Tolchinsky moved that the Board enter Executive Session at 8:06 PM for the purpose of discussing a staff security issue. The motion was seconded by Kristine Thompson and the resolution was passed by the following voice vote:

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

37-2021 Dawn Tolchinsky moved that the Board end the Executive Session at 8:25 PM. The motion was seconded by Kristine Thompson and the resolution was passed by the following voice vote:

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

Fund Drive Update: No update.

Public comments: No public present.

38-2021 Kathy Beten moved to adjourn the meeting. Dawn Tolchinsky seconded the motion and the resolution passed unanimously by the Board.

The meeting adjourned at 8:28 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer