

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee October 20, 2022

Board President Matt Connors and Library Director Katie Ringenbach reviewed the July, August and September 2022 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes October 20, 2022

Present: Board members: Matt Connors, Judy Starr, Kathy Beten, Kristine Thompson, and Forrest Burt; Director Katie Ringenbach and Fiscal Officer Rebecca Herrick. No public attended.

Board President Matt Connors called the Meeting to order at 7:00 PM.

Meeting Minutes:

41-2022 With no corrections July 21, 2022 regular meeting minutes, Forrest Burt moved to accept the minutes. Judy Starr seconded the motion and the resolution was passed by the Board with Kristine Thompson abstaining.

Financial Statement:

	June 2022	July 2022	August 2022	September 2022
Beginning Cash Balance				
General Fund	\$ 712,334.91	\$ 689,380.95	\$ 819,767.00	\$ 789,778.62
June Macek Fund	\$ 37,577.80	\$ 37,556.53	\$ 37,541.47	\$ 37,507.38
Reading Garden	\$ 7,169.32	\$ 6,241.27	\$ 6,245.81	\$ 8,232.32
Launch a Young Reader	\$ 4,908.58	\$ 4,911.33	\$ 4,937.92	\$ 4,088.21
Pfouts Memorial Fund	\$ 3,770.12	\$ 3,772.23	\$ 3,774.98	\$ 3,778.99
Capital Improvements Fund	\$ 181,384.56	\$ 181,486.38	\$ 181,618.44	\$ 166,928.12
Total Beginning Cash Balance	\$ 947,145.29	\$ 923,348.69	\$ 1,053,885.62	\$ 1,010,313.64
Receipts				
General Fund	\$ 56,489.08	\$ 213,517.46	\$ 46,072.33	\$ 84,529.58
June Macek Fund	\$ 21.08	\$ 27.29	\$ 39.80	\$ 46.42
Reading Garden	\$ 3.52	\$ 4.54	\$ 2,149.74	\$ 10.17
Launch a Young Reader	\$ 2.75	\$ 26.59	\$ 54.34	\$ 5.07
Pfouts Memorial Fund	\$ 2.11	\$ 2.75	\$ 4.01	\$ 4.68
Capital Improvements Fund	\$ 101.82	\$ 132.06	\$ 177.18	\$ 207.06
Total Receipts	\$ 56,620.36	\$ 213,710.69	\$ 48,497.40	\$ 84,802.98
Expenses				
General Fund	\$ 79,443.04	\$ 83,131.41	\$ 76,063.71	\$ 72,308.56
June Macek Fund	\$ 42.35	\$ 42.35	\$ 73.89	\$ 42.35
Reading Garden	\$ 931.57	\$ -	\$ 163.23	\$ -
Launch a Young Reader	\$ -	\$ -	\$ 904.05	\$ -
Pfouts Memorial Fund	\$ -	\$ -	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -	\$ 14,867.50	\$ -
Total Expenses	\$ 80,416.96	\$ 83,173.76	\$ 92,072.38	\$ 72,350.91
Ending Cash Balance				
General Fund	\$ 689,380.95	\$ 819,767.00	\$ 789,775.62	\$ 801,999.64
June Macek Fund	\$ 37,556.53	\$ 37,541.47	\$ 37,507.38	\$ 37,511.45
Reading Garden	\$ 6,241.27	\$ 6,245.81	\$ 8,232.32	\$ 8,242.49
Launch a Young Reader	\$ 4,911.33	\$ 4,937.92	\$ 4,088.21	\$ 4,093.28
Pfouts Memorial Fund	\$ 3,772.23	\$ 3,774.98	\$ 3,778.99	\$ 3,783.67
Capital Improvements Fund	\$ 181,486.38	\$ 181,618.44	\$ 166,928.12	\$ 167,135.18
Total Ending Cash Balance	\$ 923,348.69	\$ 1,053,885.62	\$ 1,010,310.64	\$ 1,022,765.71

42-2022 Judy Starr moved to accept the July, August and September 2022 Financial Statements. Kristine Thompson seconded the motion and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the July 2022 meeting: General Fund - \$175, Joseph Durket Launch-A-Young Reader Fund - \$72, Reading Garden Fund - \$2,141. One donation exceeded \$249: \$2,141 from The Jewish Federation of Cleveland for the Luxenberg Family Reading Garden.

43-2022 Kathy Beten moved to accept the \$2,141 donation from The Jewish Federation of Cleveland. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

- 2) Middlefield Banking Company (MBC) Investment accounts report – July through September 2022: Interest Business Checking, current Rate of Return (RoR) Annual Yield increased from .17 percent in July to .35 percent in September, account balance - \$372,148.14. Business Super Saver, current RoR Annual Yield, rose from .16 percent to .35 percent over the same period, account balance - \$141,449.71.
- 3) STAR Ohio, current RoR 30-day yield went from 1.63 percent in July to 2.54 percent in September, account balance - \$511,886.08.
- 4) It is clear that there is not going to be a financial crisis in 2022. The Board passed a resolution 14-2022 in February for Permanent Appropriations which included a transfer of \$250,000 from the General Fund to the Capital Improvements Fund. The Fiscal Officer stated that it is time to make the transfer of funds, a resolution for transferring funds was suggested. An additional resolution to appropriate \$350,000 of the \$417,135.18 fund balance should occur before commitment to the window replacement and elevator projects.

44-2022 Kristine Thompson moved to transfer \$250,000 from the General Fund to the Capital Improvements. Kathy Beten seconded the motion and the resolution was passed by the following voice vote:

Kristine Thompson – Yes	Kathy Beten – Yes	Matt Connors – Yes
Judy Starr – Yes	Forrest Burt – Yes	

- 5) It took multiple days for start-up of the boiler but the new system is functioning well.
- 6) The Auditor of State has mandated that libraries can no longer use the general program codes of 100 and 200 in 2024. Most of BPL's account codes use the program code of 100. The more detailed program codes break down expenses into: 110-Public Service and Programs, 120-Collection Development and Processing, 210-Facilities Operation and Maintenance, 220-Information Services (IT services), 230-Business Administration, 280-Self-Insurance (BPL does not have). The Local Government Servicers department of the AOS office has been tasked with providing guidance for where expenses go within the categories. This information may not be available until January. Salaries and benefits are going to require the most work because each benefit will need to be broken down into the new categories. All these new accounts will change the way the appropriations look and the financial statements. The Fiscal Officer stated that the changes to the account coding may be implemented for 2023 temporary and permanent appropriations.

Director's Report:

Statistics: Circulation increased slightly in September 2022 as compared to September 2021. Programing shows an increase from last year because there was no programing last year. The art show this year had less entrants that usual. A separate art show was held for children and it had a great response, about 80 entrants. Next year the planning for the children's art show will be more deliberate.

- Staffing:
 - Page Hope Zagar's last day was August 13; she was headed to college.
 - Linda Mullet accepted a Page position and started August 15.
 - Angie DiNardo began as Adult Services Assistant on August 16.
 - Home Service Assistant Joe Koziol's last day was September 7.
 - Yvonne Mulacek is scheduled to start October 21 as a Home Service Assistant.
 - Hiring another Page is being considered.
 - Three staff members intend to retire next year: Patti Cross, Dixie Richardson and Rebecca Herrick.
- Katie attended the trial at Chardon Municipal Court for the young man who participated in the scorching of the Library's table in the Young Adult area. Unfortunately, the young man did not appear for his court date. His portion of the restitution was received.
- Staff Day was held Monday, October 10. The staff had a tour of the Food Pantry that is located in the Burton Congregational Church; the tour was led by Andy Baker and Kathy Beten. Staff appreciated getting insight into how the Food Pantry operates. In the morning staff had training:

Using Emotional Intelligence during Difficult Conversations presented by Ease@Work, the Library's Employee Assistance Program. The main takeaway was that the only thing you control is your reaction. Staff felt that this training was very useful.

- Katie has always looked forward to receiving Ohio library statistics each summer but this year she discovered that there is an issue with the district boundaries, which effects district population. When Ledgemont School District consolidated with the Berkshire School District, BPL did not request to have the Library District adjusted to include Montville and Thompson. There is a new staff member at the State Library of Ohio. She increased the number of people in the Burton service area, by almost 4,000, and decreased the population of Geauga County Public Library service area. She stated she did this because BPL did not file a resolution with the State stating that the boundary should stay as it was prior to the consolidation of the districts. The Geauga County Treasurer did not change the boundaries when the merger happened so the property tax collection for BPL is correct. With the State Library of Ohio increasing service area population, BPL's statistical service numbers are reduced, making it more difficult to achieve recognition for service to the community. The State Library requires a resolution from the BPL board to have the boundaries of the service area to be unchanged by the merger of the school districts, wording for the resolution was provided by the State Library.

45-2022

Resolution of the Library Board

The Board of Trustees of the Burton Public Library met in regular session on the 20th day of October 2022 with the following members present: Matthew Connors, Judith Starr, Kathleen Beten, Kristine Thompson and Forrest Burt. Dawn Tolchinsky and Sue Miller were absent.

It was so moved by Kristine Thompson that the following resolution be adopted:

Resolution

REQUESTING THE REAFFIRMATION OF THE LIBRARY BOUNDRIES OF THE BURTON PUBLIC LIBRARY

WHEREAS, the Burton Public Library is currently serving the Berkshire School District.

WHEREAS, the Burton Public Library wishes to continue serving the Berkshire School District as it was prior to the 2015 territory transfer of Montville and Thompson townships that resulted from the Ledgemont School District combining with the Berkshire School District.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Burton Public Library do hereby request that the State Library Board of Ohio to reaffirm the library boundaries of said library.

Judith Starr seconded the motion and the roll being called upon its adoption, the vote resulted as follows: Kristine Thompson – Yes, Judith Starr – Yes, Matthew Connors – Yes, Kathleen Beten – Yes, Forrest Burt – No.

Adopted by the majority this 20th day of October, 2022.

Unfinished Business:

Personnel Policy: The Board discussed the changes to the policy, mostly grammar, a brief discussion resulting in the following:

46-2022

Forrest Burt moved to accept the Personnel Policy as presented. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Building Projects: Katie spoke to Bricker and Eckler Attorneys at Law regarding assistance with Library projects. Katie spoke to different libraries that have had major renovation projects and every library she spoke to has used their services. Bricker and Eckler will draft what we need to secure a design professional. The design professional will then help us determine what it is exactly that we want to have done, as well as defining the standardized requirements for the bids. Bricker and Eckler specialize in legal guidance for construction projects for municipalities and libraries.

47-2022 Forrest Burt moved to authorize the Director to engage the services of Bricker and Eckler Attorneys at Law in accordance with the terms in its engagement letter. Judy Starr seconded the motion and the resolution was pass unanimously by the Board.

New Business:

Board vote on Record Commission recommendations: The Record Commission recommended to change ADMIN-17 on the Records Retention Schedule form RC-2 as follows:

Replace the wording in the box below to the wording just below the box.

ADMIN-17	Gift Donor Information: Managed in Giftworks software by the administrative secretary; complete list of donors to the library, general donations and Annual Fund Drive donations	10 Years after no longer actively donating	Electronic
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ADMIN-17 Gift Donation Information: Electronic: Managed in Basic Funder software by the administrative secretary; complete list of donors to the Library, general donations, and Annual Fund Drive donations. Paperwork: Donation Logbook, Donation Forms, Acknowledgement and Thank You letters. 7 Years P & E

48-2022 Forrest Burt moved to adopt the recommendations of the Record Commission modifying the Record Retention Schedule (Form RC-2). Kristine Thompson seconded the motion and the resolution was passed unanimously by the Board.

Salary Schedule is presented to the Salary Committee: The document was presented to the committee with a brief review by the Fiscal Officer.

Behavior Policy update to comply with SB156: Senate Bill 156 went into effect on September 14, 2022, making it a fundamental right to carrying a knife. Therefore, the Behavior Policy needs to have that restriction removed. A discussion followed.

49-2022 Kathy Beten moved that the word “knife” be removed from the Behavior Policy. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

Update Board Members contact information list: The list was circulated among the members attending the meeting; others will be contacted for updates.

Employee Performance Objectives presented to the Personnel Committed for evaluation of the Director and Fiscal Officer: The documents were presented to the Committee.

Fund Drive Update: The letters need to go out soon, a request will be made for support of the big building projects, if no one objects. Katie requested volunteers for the Annual Fund Drive Committee. Matt Connors volunteered.

Public comments: No public present.

50-2022 Kathy Beten moved to adjourn the meeting. Judy Starr seconded the motion and the resolution passed unanimously by the Board.

The meeting adjourned at 7:48 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer

_____ President

_____ Secretary

_____ Fiscal Officer