

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee February 16, 2023

Board President Dawn Tolchinsky and Library Director Kathryn Ringenbach reviewed the January 2023 Management Reports produced by the UAN System. The Committee signed off on the reports.

## Board Meeting Minutes February 16, 2023

**Present:** Board Members Dawn Tolchinsky, Matt Connors, Sue Miller, Judy Starr, Kathy Beten, Forrest Burt and Kristine Thompson; Kathryn Ringenbach and Fiscal Officer Rebecca Herrick. No public present.

The Meeting was called to order at 7:00 PM by Board President Dawn Tolchinsky.

### Meeting Minutes:

**11-2023** With one correction ("verses" changed to "versus") to the January 26 special meeting minutes and no correction to the January 19 regular meeting minutes, Forrest Burt moved to accept the minutes. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

### Financial Statement:

| <b>Beginning Cash Balance</b>       | <b>December 2022</b> | <b>January 2023</b>  |
|-------------------------------------|----------------------|----------------------|
| General Fund                        | \$ 528,538.63        | \$ 481,339.80        |
| June Macek Fund                     | \$ 36,253.37         | \$ 36,235.51         |
| Reading Garden                      | \$ 8,394.50          | \$ 8,414.71          |
| Launch a Young Reader               | \$ 3,694.36          | \$ 3,753.38          |
| Pfouts Memorial Fund                | \$ 3,795.97          | \$ 3,805.11          |
| Capital Improvements Fund           | \$ 418,118.91        | \$ 419,104.67        |
| <b>Total Beginning Cash Balance</b> | <b>\$ 998,795.74</b> | <b>\$ 952,653.18</b> |
| <b>Receipts</b>                     |                      |                      |
| General Fund                        | \$ 67,261.81         | \$ 83,172.70         |
| June Macek Fund                     | \$ 87.04             | \$ 85.89             |
| Reading Garden                      | \$ 20.21             | \$ 18.40             |
| Launch a Young Reader               | \$ 59.02             | \$ 29.07             |
| Pfouts Memorial Fund                | \$ 9.14              | \$ 9.16              |
| Capital Improvements Fund           | \$ 985.76            | \$ 1,008.35          |
| <b>Total Receipts</b>               | <b>\$ 68,422.98</b>  | <b>\$ 84,323.57</b>  |
| <b>Expenses</b>                     |                      |                      |
| General Fund                        | \$ 114,460.64        | \$ 66,704.80         |
| June Macek Fund                     | \$ 104.90            | \$ 540.00            |
| Reading Garden                      | \$ -                 | \$ 772.24            |
| Launch a Young Reader               | \$ -                 | \$ -                 |
| Pfouts Memorial Fund                | \$ -                 | \$ -                 |
| Capital Improvements Fund           | \$ -                 | \$ -                 |
| <b>Total Expenses</b>               | <b>\$ 114,565.54</b> | <b>\$ 68,017.04</b>  |
| <b>Ending Cash Balance</b>          |                      |                      |
| General Fund                        | \$ 481,339.80        | \$ 497,807.70        |
| June Macek Fund                     | \$ 36,235.51         | \$ 35,781.40         |
| Reading Garden                      | \$ 8,414.71          | \$ 7,660.87          |
| Launch a Young Reader               | \$ 3,753.38          | \$ 3,782.45          |
| Pfouts Memorial Fund                | \$ 3,805.11          | \$ 3,814.27          |
| Capital Improvements Fund           | \$ 419,104.67        | \$ 420,113.02        |
| <b>Total Ending Cash Balance</b>    | <b>\$ 952,653.18</b> | <b>\$ 968,959.71</b> |

Middlefield Banking Company January savings account interest earned was \$167.06.

Rate of Return: 1.21 percent annual yield, month-end balance \$158,716.36.

MBC January checking account interest received was \$325.89.

Rate of Return: 1.21 percent annual yield, month-end balance: \$292732.20.

January dividend received from STAR Ohio was \$1,999.86.

Rate of Return: 4.56 percent 30-Day Yield; current balance is \$518,593.22.

### 12-2023

Matt Connors moved to accept the January 2023 Financial Statements. 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 January 2023 meeting: 19th Annual Fund Drive - \$300. No donations exceeded \$249.
- 2) The Fiscal Officer called Columbus and spoke to Jim Augustus, the state elevator inspector supervisor for Geauga County. Inspector Keith Schauer was sent to the library to see if he could make the elevator stop out of level. The elevator performed correctly for Mr. Schauer, but he had a recommendation. He stated that the Library could request an official inspection and report the leveling issue; that action would force Otis Elevator to correct the problem. He also said that the code is very vague; no exact measurement is part of the code. The requirements only say "reasonably level". If BPL officially reports the issue that will reduce our liability and make it more of Otis's issue. Mr. Schauer was emailed about modernization that resulted in another inspection; this time he was accompanied by his supervisor. The library director and fiscal officer were present for the inspection. With four in the elevator, it did stop out of level. The elevator inspectors stated that they are not permitted to advise BPL when it is time to modernize. They said that for the amount of use the elevator gets it is functioning well and not in immediate need of replacement. They also stated that modernizing could help with the leveling but that hydraulic elevators do occasionally "land" out of level. The inspectors said that most elevator owners do not wait for an elevator to stop functioning or become unsafe to modernize. Otis provided a quote today for modernization. The quote does not include the requirements they do not provide, such as fire detection and suppression. The quote was for \$95,000 before replacing the hydro cylinder at \$50,000 and cab interior at \$20,000; for a total of \$165,000 before the items not covered in the contract. The inspection resulted in four violations that Otis needed to address. The technician from Otis arrived the same day the violations were texted to him; he replaced the battery for the emergency light/switch and explained that the other issues really are not a problem. That is, the oil level is where it is to prevent excess oil in the pit should a leak happen and adjusting the valve probably will not help the leveling issue. He also stated that if we decide to do the modernization, then the three companies that will provide the best product are Otis, ThyssenKrupp and Schindler. As the project may need an owner's representative to assist; it was suggested that Roger Riachi with RFC Contracting be contacted to determine the cost of his services.

**Director's Report:**

**Building:** Geauga Mechanical replaced the expansion tank that was originally installed with the new boiler. The first replacement tank was installed free of charge. The Boiler Inspector said the first tank was inadequate and in violation of the code. Katie contacted Geauga Mechanical to give them the violations and request a new tank. A new tank was never quoted but a bill for over \$6,000 was received. Geauga Mechanical's Mike Ozinga was contacted to ask if the price could be discounted; he stated that the bill should not be paid until he got back to BPL.

**Statistics:** Statistics are trending the same as they have for the last two months.

**Staffing update:**

- Dixie Richardson's retirement is February 28, the first of the three that are retiring this spring. Crystal Kick has accepted the promotion from Home Service Assistant to Home Services Supervisor. Desk Clerk/Page Gennah Brown has accepted the position of Home Services Assistant and will keep her circulation desk shift but will no longer be paging.
- Executive Assistant Patti Cross will be retiring at the end of March. That position was offered to external candidate Cara Nelson; she accepted pending the completion of a background check.
- Three application have been received for the Fiscal Officer position. Initial interviews will be scheduled. If additional applications are received, those will also be interviewed in that time frame. A discussion regarding a special board meeting for interviews with the Board was set for Thursday, March 9 at 6:30.
- The three retirees have agreed to a shared party on March 31 at lunch time, likely noon. Invitations will be sent to the Board and former BPL employees. This will likely be pot-luck style.

**Edible Book Festival:** The festival will be held Saturday, April 1; Katie requested volunteer judges. Judy, Dawn, Kathy and Kris volunteered to be judges. Details of the event will be presented at the next Board meeting.

**Unfinished Business:** Window replacement was discussed; an impartial third party will generate the specs for the job prior to advertising for bids.

**New Business:**

**By-Laws Review:** The Board reviewed the By-Laws; no updates were proposed.

**Investment Policy:** The Board reviewed the Investment Policy; no updates were recommended.

**Approve Permanent Appropriations:** The Fiscal Officer presented Permanent Appropriations for 2023 (copy to follow). A discussion resulted in the following resolution:

**13-2023 ANNUAL APPROPRIATION RESOLUTION**  
**Permanent Appropriations**

The Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, met in Regular Session on the 16<sup>th</sup> day of January, 2023, at the Burton Public Library with the following members present:

|                     |                      |                        |
|---------------------|----------------------|------------------------|
| Mr. Matthew Connors | Mrs. Dawn Tolchinsky | Mrs. Kristine Thompson |
| Mrs. Judy Starr     | Mr. Forrest Burt     | Mrs. Sue Miller        |
|                     |                      | Mrs. Kathy Beten       |

Mrs. Miller moved to adopt the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that receipt of the Amended Certificate of the County Budget Commission of Estimated Resources from the County Auditor including resources meeting or exceeding \$2,015,648.28, for all funds,

BE IT FURTHER RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31<sup>st</sup>, 2023, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

|   |                               |
|---|-------------------------------|
| That there be appropriated from the:              |                               |
| <b>General Fund</b>                               |                               |
| Salaries & Benefits                               | \$ 740,196.67                 |
| Supplies  | \$ 35,500.00                  |
| Purchased & Contracted Services                   | \$ 169,540.13                 |
| Library Materials & Information                   | \$ 161,000.00                 |
| Capital Outlay                                    | \$ 22,000.00                  |
| Other Objects                                     | \$ 3,200.00                   |
| Transfer Out (to Cap. Imp. Fund)                  | \$ 175,000.00                 |
| Contingency                                       | <u>\$ 32,400.00</u>           |
| <b>General Fund Total</b>                         | <b><u>\$ 1,338,836.80</u></b> |
| <b>June Macek Fund</b>                            | <b>\$ 20,000.00</b>           |
| <b>Reading Garden Fund</b>                        | <b>\$ 2,000.00</b>            |
| <b>Launch-A-Young Reader Fund</b>                 | <b>\$ 2,000.00</b>            |
| <b>Pfouts Memorial Fund</b>                       | <b><u>\$ 2,000.00</u></b>     |
| <b>Special Revenue Funds Total</b>                | <b><u>\$ 26,000.00</u></b>    |
| <b>Capital Improvements Fund</b>                  | <b>\$ 400,000.00</b>          |
| <b>Total Permanent Appropriations (all funds)</b> | <b><u>\$1,764,836.80</u></b>  |

Mr. Connors seconded the Resolution and the roll called for its adoption, the vote resulted as follows:

|                        |                           |                              |                       |
|------------------------|---------------------------|------------------------------|-----------------------|
| Mrs. Sue Miller – Yes  | Mr. Matthew Connors – Yes | Mrs. Dawn Tolchinsky – Yes   | Mrs. Judy Starr - Yes |
| Mrs. Kathy Beten - Yes | Mr. Forrest Burt - Yes    | Mrs. Kristine Thompson – Yes |                       |

**Fund Drive Update:** The Fund Drive has received to date \$19,300 from 93 donors to date.

**Public Comments:** No public present

**14-2023** Kathy Beten moved to adjourn the meeting. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:39 PM.

Respectfully submitted,

Rebecca S. Herrick  
 Library Fiscal Officer