

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes

June 20, 2024

Present: Board Members Dawn Tolchinsky, Judy Starr, Kathy Beten, Sue Miller, Kristine Thompson, Matt Connors, and Forrest Burt; Director Kathryn Ringenbach and Fiscal Officer Marie Schwindl; no public attended.

The meeting was called to order at 7:00 PM by Dawn Tolchinsky.

Meeting Minutes:

34-2024 Sue Miller moved to accept the May 16, 2024, meeting minutes. Judy Starr seconded the motion and the resolution was passed unanimously by the board.

Financial Statement:

Beginning Cash Balance	April 2024	May 2024
General Fund	\$ 803,930.58	\$ 770,272.43
June Macek Fund	\$ 31,327.88	\$ 29,929.00
Reading Garden	\$ 6,243.64	\$ 6,243.64
Launch a Young Reader	\$ 3,470.54	\$ 3,470.54
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 377,553.06	\$ 375,053.06
Total Beginning Cash Balance	\$ 1,226,358.50	\$ 1,188,801.47
Receipts		
General Fund	\$ 47,866.68	\$ 60,395.99
June Macek Fund	\$ -	\$ -
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Receipts	\$ 47,866.68	\$ 60,395.99
Expenses		
General Fund	\$ 81,524.83	\$ 107,875.44
June Macek Fund	\$ 1,398.88	\$ 645.71
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ 2,500.00	\$ -
Total Expenses	\$ 85,423.71	\$ 108,521.15
Ending Cash Balance		
General Fund	\$ 770,272.43	\$ 722,792.98
June Macek Fund	\$ 29,929.00	\$ 29,283.29
Reading Garden	\$ 6,243.64	\$ 6,243.64
Launch a Young Reader	\$ 3,470.54	\$ 3,470.54
Pfouts Memorial Fund	\$ 3,832.80	\$ 3,832.80
Capital Improvements Fund	\$ 375,053.06	\$ 375,053.06
Total Ending Cash Balance	\$ 1,188,801.47	\$ 1,140,676.31

Middlefield Banking Company May savings account interest earned was \$176.60.

Rate of Return: 1.21 percent annual yield, month-end balance \$173,187.81.

MBC May checking account interest received was \$459.58.

Rate of Return: 1.21 percent annual yield, month-end balance: \$419,153.72.

STAR Ohio May dividend received was \$2,561.75.

Rate of Return: 5.44 percent 30-Day Yield; month-end balance is \$556,780.11.

Discussion took place regarding the financial statements for May 2024.

35-2024 Matt Connors moved to accept the May 2024 Financial Statements. Forrest Burt seconded the motion and the resolution was passed unanimously by the board.

Fiscal Officer's Report:

1) Donations received since the May 2024 Board Meeting: Five (5) cash donations totaling \$575; \$100 from Julie and Rick Ziemak AFD, \$100 from the Lozick Family Foundation AFD, \$50 George and Kathy Blair Honorarium, \$25 Marilyn Pickett Memorial, and one amount exceeding \$249 of \$300 from Jane Halchin for the 20th Annual Fund Drive. One (1) item donation, an edge trimmer valuing \$391.21, was also received from Steve Macek.

36-2024 Forrest Burt moved to accept the two (2) donations exceeding \$249 as listed above. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Directors Remarks:

Statistics: May was a good circulation month.

Summer Reading Program Kickoff June 4, 2024: Was very well attended. Currently have 91 adults signed up which is almost double over last year, 46 teens, 310 kids and 45 babies which also exceeded 2023.

Additional Summer Programs: Touch-a-Truck had a great turnout. An incident occurred when a patron who brought her grandson became ill; fortunately the EMTs were onsite with their vehicle and quickly responded to the situation. Outback Ray's program was held inside and was also very well attended.

Staffing Update:

*Halli Pliml has turned in her resignation but will stay until the end of August giving time to post the position, hire someone and give them training.

*Steve Wilcox, BPL Maintenance Supervisor, has been out sick since June 6; following up with him as he seeks medical treatment to determine his status for returning. It has been challenging with him out. This week the air conditioner built up condensation and leaked through the ceiling in the main meeting room. Bob Stratton has been working six (6) days a week since June 6 to help cover for Steve's absence. Steve is aware that he needs a note to return to work.

Other:

*Geauga Public Health Department has requested that we be a mosquito surveillance site for the county. It is monitoring mosquito born disease for the county and wants to place a small trap by our shed in the back.

*Friends Group is trying to restart. There have been two public meetings and five new faces attended. Steve Macek is going to contact all that were interested.

*A quote on purchasing new security cameras has been received; the total cost for purchasing and installing would be \$3,300. The camera quality will be much improved. Marie will ask about any insurance advantage to having them. There was discussion regarding the need for the cameras and a board majority consensus was reached to move forward and purchase them.

Unfinished Business:

*Windows Update – The main installation was finished on May 24. Katie did a walk through on May 31 with Jae Cho, the architect from CBLH Design, and a representative from Gunton Corporation (Pella). A few things remain to be completed including some items that need to be custom ordered. When the materials are available, the plan is for the installers to return and finish the punch list which is mainly interior sealants and some trim touchup. The architect was generally very positive with the quality of the work performed and that the timeframe designated for the work was met with the building being operational during the job.

*Elevator Maintenance – When the elevator went out for five (5) days it became apparent how much we rely on it, for public access as well as moving tables, chairs, books, and so on. Otis Elevator did spec out the cost to replace the current elevator, which would be \$180,450. Modernizing the interior cab, which is not required but would be visual and lend confidence, would be an additional \$25,500. Total project cost would be \$205,950. CBLH was contacted to determine if it would assist with the bid preparation; it would. Kimm Leininger at Geauga Growth Partnership was asked if there was an electrical engineer in the county that might assist with the bid; there is not. The BPL board then discussed if the elevator modernization should be “put out for bid” or designated as “Urgent Necessity.” Also discussed was whether or not Burton Village should be approached to assist with the cost of the upgrade. In the past The Village has provided funds to support other upgrades to the building. Katie will request that the library be put on the agenda for the July 8 Council session. Dawn and Katie will attend the meeting to discuss issues related to the elevator. The library board also asked Katie to request of:

- Otis a detailed summary of the number of trips it made for elevator repair or maintenance during the past year, and
- Burton Volunteer Fire Department a call response report for the library.

In further discussion the library board discussed that the handicapped restroom is on the second floor of the library, and if no access is available, the building would be non-compliant with the American with Disabilities Act (ADA).

New Business:

*Personnel Policy Review – The draft policy changes were discussed in detail. There were questions regarding Travel Policy and Leaves that will be addressed in the next board meeting.

*Updated Health Insurance Information – The new amounts provided by Stark County are as follows:

- *Medical Single \$1,052.69; Medical Family \$2,556.96; up 6.5% over the previous year.
- *Dental Single \$106.92; Dental Family \$263.60; up 4% over the previous year.
- *Vision Single \$20.93; Vision Family \$52.21; no change from previous year.

*Kathy Beten is resigning in July as she is moving to Chardon. She has been on the board for over 23 years, beginning January 1, 1997 to December of 1999 and September 16, 2002 to present. She will remain the head of the Book Club.

*Matt Connors will be on vacation in July.

Fund Drive Update: The Fund Drive has received \$18,220 from 86 donors.

Public Comments: None.

37-2024 Kathy Beten moved to adjourn the meeting. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

The meeting was adjourned at 8:13 PM.

Respectfully submitted,
Marie Schwindl
Fiscal Officer

_____ President

_____ Secretary

_____ Fiscal Officer