

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes

July 25, 2024

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

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

Meeting Minutes:

38-2024 Matt Connors moved to accept the June 20, 2024, meeting minutes as presented. Kristine Thompson seconded the motion and the resolution was passed unanimously by the board.

Financial Statement:

| Burton Public Library | | |
|---|------------------------|------------------------|
| Financial Statement to the Board of Trustees | | |
| Beginning Cash Balance | May 2024 | June 2024 |
| 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 Beginning Cash Balance | \$ 1,188,801.47 | \$ 1,140,676.31 |
| Receipts | | |
| General Fund | \$ 60,395.99 | \$ 60,575.77 |
| June Macek Fund | \$ - | \$ - |
| Reading Garden | \$ - | \$ - |
| Launch a Young Reader | \$ - | \$ - |
| Pfouts Memorial Fund | \$ - | \$ - |
| Capital Improvements Fund | \$ - | \$ - |
| Total Receipts | \$ 60,395.99 | \$ 60,575.77 |
| Expenses | | |
| General Fund | \$ 107,875.44 | \$ 92,056.58 |
| June Macek Fund | \$ 645.71 | \$ 387.93 |
| Reading Garden | \$ - | \$ - |
| Launch a Young Reader | \$ - | \$ - |
| Pfouts Memorial Fund | \$ - | \$ - |
| Capital Improvements Fund | \$ - | \$ 500.00 |
| Total Expenses | \$ 108,521.15 | \$ 92,944.51 |
| Ending Cash Balance | | |
| General Fund | \$ 722,792.98 | \$ 691,312.17 |
| June Macek Fund | \$ 29,283.29 | \$ 28,895.36 |
| 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 | \$ 374,553.06 |
| Total Ending Cash Balance | \$ 1,140,676.31 | \$ 1,108,307.57 |
| *Middlefield Banking Company June savings account interest received \$518.91. Rate of Return: 1.21 percent annual yield, month-end balance \$173,706.72. | | |
| *MBC June checking account interest received \$384.63. Rate of Return: 1.21 percent annual yield, month-end balance \$386,581.50. | | |
| *STAR Ohio June dividend received \$2,488.22. Rate of Return: 5.44 percent 30-Day Yield, month-end balance \$559,268.33. | | |

Discussion took place regarding the financial statements for June 2024.

39-2024 Judy Starr moved to accept the June 2024 Financial Statements. Sue Miller seconded the motion and the resolution was passed unanimously by the board.

Fiscal Officer's Report:

Donations: One (1) donation was received since the June 2024 Board Meeting of \$25 from the Thursday Book Club in memory of Nancy Durham.

2025 Tax Budget Update: On June 10, 2024 the 2025 Tax Budget was approved by the Berkshire Board of Education. Marie Schwindl submitted a copy of the approved Budget to the County Auditor's Office on June 17, 2024. The 2025 Budget Hearing for the Burton Public Library is scheduled for 9:00AM Tuesday, August 20, 2024. Marie, Katie Ringenbach and Dawn Tolchinsky will attend the meeting.

AOS Bulletin 2024-005: The Auditor of State issued a new bulletin on Fraud Training, AOS Bulletin 2024-005. It requires that all employees and Board Members watch a short film. Prior to the October 17 Board meeting the film will be viewed.

Windows Project: The final payment for the window project was paid to Gunten on July 23. The window project is complete.

Directors Remarks:

Statistics: June was a good month. A number of items were down from June 2023; however, June 2023 was our highest door count since 2020. June 2024 was our second highest door count. There were a lot of good programs including the Summer Reading Program. Year-to-date circulation remains up over 2023.

Staffing Update: Bob Stratton, Maintenance Assistant, is resigning at the beginning of August. Steve Wilcox, Maintenance Supervisor, has stated that he will be resigning before the end of the year. Gennah Brown, Circulation and Home Services Clerk, has expressed interest in and has an aptitude for both positions. Katie Ringenbach would like to have Gennah transition from her current position to Maintenance Assistant at 20 hours a week, working with Steve until he leaves, then move her to Maintenance Supervisor. Katie requested the move to Maintenance Assistant be a lateral move for Gennah keeping her hourly rate at \$15.37. A consensus was reached by the Board approving the lateral move. Positions for Halli Pliml, Clerk 1, and Gennah will have to be filled. Posting has been made for Halli's position.

Other:

*The open Board position when Kathy Beten leaves was discussed. It was strongly suggested that a younger individual with children that uses the library be considered. The position will be posted on the Burton Public Library door.

*One (1) of the security cameras purchased has been installed; the other camera will be installed next week.

*The parking lot was patched this week by Ruple and will be seal coated and striped on Sunday.

Unfinished Business:

Windows Project: The windows punch list was finished on July 12. Gunton has been paid and the window project is complete.

Elevator Replacement: Katie Ringenbach and Dawn Tolchinsky discussed attending the Burton Village Meeting on July 8. Katie presented the need to replace the elevator to the Village Council. The Village Council did not seem inclined to give the Library any funds at this time. There was discussion to do a community interest piece showing the way the Library serves the Berkshire Schools Community, discuss the improvements made to the Library in the last five (5) years, and how the improvements have made the building more welcoming and more accessible.

Personnel Policy Review: Katie Ringenbach handed out a two (2) page document regarding ‘Workshops and Conferences’ and travel expense reimbursement. The document is to be reviewed by all and any suggestions for changes sent to Katie. The amended Personnel Policy will be sent out prior to the next Board meeting for final review.

New Business:

Review 2024 Salary and Personnel Committees: The committees were established in January. The 2024 Salary Committee is Judy Starr, Kristine Thompson, and Forrest Burt. The 2024 Personnel Committee is Kathy Beten, Matt Connors, and Susan Miller.

Set 2025 Library Holiday Closings: The following closed holiday schedule was presented to the Board:

2025 Library Holiday Closings

| | |
|---|--|
| New Year’s Day | Wednesday, January 1 |
| Martin Luther King Jr./Inauguration Day | Monday, January 20 |
| Memorial Day | Monday, May 26 |
| Independence Day | Friday, July 4 |
| Labor Day Weekend | Saturday, Aug 30 & Monday, Sept 1 (Only Monday is a paid holiday) |
| Staff In-Service Day (Columbus Day) | Monday, October 13 |
| Thanksgiving Day | Thursday, November 27 |
| Christmas Eve | Wednesday, December 24 |
| Christmas Day | Thursday, December 25 |
| New Year’s Eve | Wednesday, December 31 (close at 1pm) |

A discussion of the closed days resulted in the following:

40-2024 Kristine Thompson moved to approve the Library’s 2025 holiday closing schedule as presented to the Board. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

Fund Drive Update: The Fund Drive has received \$18,220 from 86 donors. Katie Ringenbach is going to start crafting the Fund Drive letter targeting contributions toward the elevator replacement.

Public Comments: None.

41-2024 Judy Starr moved to adjourn the meeting. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

The meeting was adjourned at 7:40 PM.

Respectfully submitted,
Marie Schwindl
Fiscal Officer

| | |
|-------|----------------|
| _____ | President |
| _____ | Secretary |
| _____ | Fiscal Officer |