

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Board Meeting Minutes

December 14th, 2023

**Present:** Board Members Judy Starr, Kristine Thompson, Kathy Beten, and Forrest Burt; Library Director - Kathryn Ringenbach, Fiscal Officer - Ed Worso, and Executive Assistant - Caraline Nelson were in attendance.

The meeting was called to order at 7:00 PM by Forrest Burt.

### **Meeting Minutes:**

**66-2023** Kris motioned to approve the November 16th, 2023, regular meeting minutes. The motion was seconded by Kathy and passed.

### **Fiscal Officer's Report:**

**67-2023** Fiscal Officer, Ed Worso, presented the bills and bank reconciliation.

Judy motioned to accept the November 2023 Financial Statements. The motion was seconded by Kris and the motion was passed.

**68-2023** Fiscal Officer, Ed Worso, presented our larges donations, exceeding \$249 for our 20th Annual Fund campaign - \$250 from Junction Auto, \$250 from Richard & Christine Frenchie, \$300 from Chuck & Adele Hlx in Memory of David Lloyd Huffman, \$300 from Curt and Kathy Johnson In Memory of Marge Dingman, \$500 from Elmer Bollinger in Memory of Patricia Bollinger, \$500 from Pat & Mike Sutter in Memory of Anita Head, \$500 from Donald and Marilyn Hornak, \$500 from Kathy Schaefer, \$1000.00 from Dr. Joe Belhobek, \$1000.00 from Stephen Macek In Memory of June Marie Macek, \$2500.00 from the William T & Margaret R Clark Foundation in Memory of William & Margaret Clark, \$3000.00 from Michael & Kareen Caputo in Memory of Charles & Aileen Caputo and requested approval for them.

Kathy Beten motioned to accept them, and Kristine Thompson seconded it, and the motion was approved.

Following that Ed noted that the IRS had changed its millage to 67 cents.  
Ed stated that he completed an additional eight hours of UAN training.  
Ed also updated the board on the Love insurance renewal.  
Ed will be requesting proposals from both Geauga Mechanical and McPhillips.

**Director's Report:**

Library Director, Kathryn Ringenbach reported positive statistics for the month, however computer use is down. She reported on the staffing update expressing that while they still had not found a quality applicant to interview for the position of adult services assistant, Jackie Arnold started as a page on November 29<sup>th</sup>.

**Unfinished Business:**

No Unfinished Business was presented

**New Business:**

**69-2023** Request for Advance Collection of Taxes. Kathy Beten moved and Judy Starr seconded to allow for the advance collection of taxes in 2024.

It was put to a voice vote:

Forrest Burt – Yes

Kathy Beten – Yes

Kristine Thompson – Yes

Judy Starr – Yes

**70-2023** Approve Temporary Appropriations. Kathy Moved Judy Seconded the motion to approve temporary appropriations.

**Fund Drive Update:** Library Director, Kathryn Ringenbach, provided a fund drive update stating that to date we have had 57 donations for the 20<sup>th</sup> Annual Fund campaign, raising \$13,575.

**Public Comments:** No Public Present.

**71-2023** Kathy moved to adjourn the meeting. The motion was seconded by Judy. Motion carried.

The meeting was adjourned at 8:10

Respectfully submitted,

Caraline Nelson

Executive Assistant to the Director,

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President

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Secretary

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Fiscal Officer