

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Budget Hearing

July 20, 2023

Present: Board Members Dawn Tolchinsky, Sue Miller, Judy Starr, Forrest Burt, Matt Connors, Kristine Thompson and Kathy Beten; Library Director - Kathryn Ringenbach, Fiscal Officer - Ed Worso, and Executive Assistant -Caraline Nelson were present. No public present.

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

Fiscal Officer, Ed Worso presented the proposed budget changes. Sue Miller moved, and Forrest Burt seconded to accept the proposed changes. The motion carried.

Board Organizational Meeting Minutes July 20, 2023

Present: Board Members Dawn Tolchinsky, Sue Miller, Judy Starr, Forrest Burt, Matt Connors, Kristine Thompson and Kathy Beten; Library Director - Kathryn Ringenbach, Fiscal Officer - Ed Worso, and Executive Assistant -Caraline Nelson were present. No public present.

The Meeting directly followed the Budget Hearing.

Meeting Minutes:

36-2023 Kristine Thompson moved to accept the June 15, 2023, regular meeting minutes, Judy Starr moved to accept the minutes. The motion was seconded by Judy Starr and the resolution was passed.

Fiscal Officer's Report:

37-2023 Fiscal Officer, Ed Worso presented two bank reconciliations, then opened the floor to questions. A discussion was had regarding payment to Geauga Mechanical in relation to our boiler expansion tank and service agreement. A separate discussion took place in regard to the receipt for our UAN services. Lastly, discussion about a check which never got cleared to the Cleveland Opera occurred.

Forrest Burt moved to accept the June 2023 Financial Statements. The motion was seconded by Kristine Thompson and the resolution was passed by the Board.

Ed discussed how we have a calendar in our bylaws, which were last updated in 2020, and discussion was made in regard to switching to an annual adoption of a calendar instead. He then discussed reviewing ACH, our online bill paying system, and reaching out to the bank about it. He noted the donations received since the June 15th meeting, totaling \$315.

Director's Report:

Statistics: Katie reported exciting June statistics. Our door count exceeded 7,000 for the first time since February of 2020. Additionally, our computer usage exceeded 500 for the first time since February of 2020. Our juvenile book circulation reached 4,396, the highest it has been since November of 2004.

Staffing Update: Katie then gave a staffing update, Izzy's last day is July 31st. Becky Wiegman has offered to help with the interviews for the Adult Services Supervisor position, and two interviews have already been scheduled. Our original hire for our adult services assistant position decided that the position was not the best fit for her, and in turn we hired our other finalist candidate, Alison Pollina, who started today. Amy Minor, our youth services assistant, has also resigned, but offered to stay on Wednesday nights to help with evening shift coverage. Finally, our page, Alex Mulacek's last day will be July 28th. Nancy and Katie have begun reviewing some of the page applications they had on file and hope to set up an interview within the next week. Discussion occurred regarding cancelled programming and the potential of rescheduling those programs, and how being able to staff the desk with the current staff shortages was a priority. Additionally, it was requested that all new hires receive a copy of the by-laws going forward.

Unfinished Business:

38-2023 Resolution for Windows: Ed explained that the resolution was to approve the estimator portion of the AIA agreement. Discussion was made about authorizing the fiscal officer be granted the ability to approve additional services not to exceed more than \$1,400. It was moved by Sue Miller to approve the necessary compensation to move forward. The motion was seconded by Forrest Burt and the resolution passed.

New Business:

Review the Salary and Personnel Committees: The committees were established in January. Salary committee being Kathy, Sue, and Matt. Personnel committee being Judy, Kristine, and Forrest.

Reviewing 2024 Holiday Closing Schedule: Tabled until the September meeting.

Fund Drive Update: The Fund Drive has received \$19,775 from 97 donors to date.

Public Comments: No Public Present.

39-2023 Kathy Beten moved to adjourn the meeting. The motion was seconded by Judy Starr.
The resolution was passed unanimously by the board.

The meeting was adjourned at 7:41 P.M.
Respectfully submitted,

Caraline Nelson
Executive Assistant to the Director

President

Secretary

Fiscal Officer