

# **BURTON PUBLIC LIBRARY BOARD OF TRUSTEES**

## **Board Meeting Minutes**

**November 16th, 2023**

**Present:** Board Members Dawn Tolchinsky, Sue Miller, Judy Starr, Kristine Thompson, Kathy Beten, Forrest Burt, and Matt Connors; Library Director - Kathryn Ringenbach, Fiscal Officer - Ed Worso, and Executive Assistant - Caraline Nelson were in attendance. Project Architect Jae Cho from CBHL Design was also present.

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

### **Unfinished Business:**

**57-2023** Jae Cho from CBLH presented the proposal by Gunton Corporation/Pella Windows with the lowest and most responsive to the project needs. Ed Worso noted that this proposal of \$166,500 came in roughly \$40,000 less than the earlier bid. Forrest Burt made a motion to accept the bid proposal for the window replacement project submitted by Gunton Corporation/Pella Windows and Kristine Thompson seconded the motion. The motion passed.

Jae Cho left the meeting after this motion passed.

### **Meeting Minutes:**

**58-2023** Sue Miller motioned to approve the November 2nd, 2023, regular meeting minutes. The motion was seconded by Judy Starr and passed.

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

**59-2023** Fiscal Officer, Ed Worso, presented the bank reconciliation.

Matt Connors motioned to accept the October 2023 Financial Statements. The motion was seconded by Kristine Thompson and passed by the Board.

**60-2023** Fiscal Officer, Ed Worso, presented our first large donation exceeding \$249 for our 20th Annual Fund campaign - \$500 from Jim and Lora Myers and requested approval for it. Judy Starr motioned to accept it, Forrest Burt seconded it, and the motion was approved.

Ed also presented General Fund Donations in Memory of Dave Beten and Jean Dively. He also discussed bills we had been receiving from the Otis Elevator company attempting to charge \$100 for fuel costs. Ed mentioned that he is currently requesting a copy of our contract with them to determine if a fuel surcharge is mentioned.

### **Director's Report:**

Katie reported positive statistics for the library. She provided an update on staffing, mentioning that several applications were received for the adult services assistant position. She also informed the board that a new page is being hired pending a successful background check. Additionally, Katie presented a staff member's suggestion to begin providing basic coffee for the staff.

**61-2023** Forrest Burt moved, and Matt Connors seconded that the library begin supplying coffee for its workers using up to \$50 a month to do so. Motion carried.

**62-2023** Forrest Burt moved, and Judy Starr seconded that the board go into executive session to discuss staff salary beginning at 7:19. The motion was put to a roll call, and it unanimously passed.

Executive session ended at 8:02.

### **New Business:**

**63-2023** The salary committee proposed that in 2024 staff receive a 4% raise for the first full payroll in January and then during the first full payroll in July receive an additional half percent raise. This was moved by Sue Miller and seconded by Matt Connors, then it was put to a voice vote; Sue Miller – Yes, Matt Connors – Yes, Dawn Tolchinsky – Yes, Forrest Burt – Yes, Judy Starr – Abstained, Kathy Beten – Yes, Kristine Thompson – Yes. Motion passed

**64-2023** Forrest Burt moved to give authority to the Fiscal Officer up to five thousand per transaction between any of the line items within a fund as needed to pay invoices through the end of the year. The motion was seconded by Kristine Thompson, motion carried.

Fiscal Officer, Ed Worso, discussed OLC membership with the board. Then he spoke to them about Ohio Plan property insurance and our local agent, Loves.

The board discussed providing a luncheon for staff in January.

**Fund Drive Update:** Library Director, Kathryn Ringenbach, provided a fund drive update stating that to date we had raised \$500 for the 20<sup>th</sup> Annual Fund campaign but that the letters were being sent out tomorrow, November 17<sup>th</sup>.

**Public Comments:** No Public Present.

**65 -2023** Kathy Beten moved to adjourn the meeting. The motion was seconded by Judy Starr. 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