

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Records Commission Meeting September 21, 2023

Present: Board Members Dawn Tolchinsky, Sue Miller, Judy Starr, Matt Connors, and Kristine Thompson; 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 6:50 PM by Board President Dawn Tolchinsky.

Fiscal Officer, Ed Worso presented the following proposed changes to the records commission. UAN automatically saves for 7 years and should be changed from 5 years. Library card applications should be held until they are no longer of administrative value.

43-2023 Judy Starr moved to adjourn the records commission meeting. The motion was seconded by Matt Connors and the resolution was passed.

Board Organizational Meeting Minutes September 21, 2023

Present: Board Members Dawn Tolchinsky, Sue Miller, Judy Starr, Matt Connors, and Kristine Thompson; 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's Remarks:

44-2023 Fiscal Officer, Ed Worso presented two months of financial statements including our revenue status and bank reconciliation reports for July and August.

A discussion was had regarding payments to other libraries, and how patrons of our libraries pay for lost books from other libraries in the system at our location and then we send them a check.

Kristine Thompson moved to accept the July and August 2023 Financial Statements. The motion was seconded by Matt Connors and the resolution was passed by the Board.

45-2023 Fiscal Officer, Ed Worso reviewed our donations by fund and we had some in excess of \$250 that required approval. Frank Merritt, posthumously left us a donation of \$1,000. Additionally, the Luxemburg Trust Fund provided us with \$2136 for our reading garden.

Judy Starr moved to accept the donations in excess of \$250. The motion was seconded by Sue Miller and the resolution was passed by the Board.

Ed then discussed how Bartlett Tree provided a quote for trimming the tree we have touching our building. Then he updated the board on 941 Federal Withholdings filing and reporting.

Meeting Minutes:

46-2023 Sue Miller moved to accept the July 2023, 2023, regular meeting minutes, Matt Connors seconded and the resolution was passed.

Director's Report:

Statistics: Katie provided the board with an infographic of summer reading statistics, explaining that we did better than last year.

Staffing Update: Katie then gave a staffing update, Izzy's last day was July 31st. Amy reduced her hours when she began teaching on August 14th and has just been working Wednesday evenings. Alex's last day as a page was July 28th and Aaron Minor was hired to replace to replace him on August 7th. We hired Halcyon Domanski as Youth Services Assistant on August 24th. Our new Adult Services Supervisor, Alicia Evans, had her first day on September 11th.

Katie then discussed how we opened two hours late on August 25th due to a power outage.

Unfinished Business:

47-2023 Reviewing 2024 Holiday Closing Schedule: The board discussed possible closure during the eclipse and Election Day, in addition to the proposed calendar, but decided against both.

Kristine Thompson moved to accept the proposed 2024 Holiday Calendar, Judy Starr seconded and the resolution was passed.

48-2023 Reviewing Window Replacement Bid: In compliance with Ohio Revised Code, Fiscal Officer, Ed Worso presented the bid tabulation for our windows.

Kristine Thompson moved to reject all bids and wave competitive bidding for the window replacement project, based upon urgent necessity for the security and protection of library property and patrons. Sue Miller seconded and the resolution was put to a voice vote and passed unanimously

New Business:

49-2023 Tuition Reimbursement: Eli Millette took a summer course costing him \$1704.

Matt Connors moved to reimburse Eli for the full cost of his course. Kristine Thompson seconded and the resolution was passed.

50-2023 Records Commission: Judy Starr moved accept the proposed changes to the records commission. Sue Miller seconded and the resolution was passed.

Potential Board Vacancy: Discussion occurred around a potential board vacancy at this time there does not appear to be one.

Fund Drive Update: As of September 21st the total for the annual fund is \$19,775 raised. The director, Kathryn Ringenbach, stated that for next year's fundraiser she would like to update our meeting rooms and looking to acquire additional technology, such as a permeant overhead projector, as well as overhead microphones to allow for more hybrid meetings. Additionally, we'd like to look into setting up hearing loop technology to help those with hearing aids in our library. The board requested figures to look at before placing this to a vote.

Public Comments: No Public Present.

51-2023 Judy Starr moved to adjourn the meeting. The motion was seconded by Matt Connors.
The resolution was passed unanimously by the board.

The meeting was adjourned at 8:00 P.M.
Respectfully submitted,

Caraline Nelson
Executive Assistant to the Director

_____ President
_____ Secretary
_____ Fiscal Officer