

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee October 18, 2018

Board President Dawn Tolchinsky and Library Director Katie Ringenbach reviewed the September 2018 Management Reports produced by the UAN System. After reviewing the documents, the Committee signed off on the reports.

## Board Meeting Minutes October 18, 2018

**Present:** Board Members Dawn Tolchinsky, Judy Starr, Sue Miller, Kris Thompson and Matt Connors; Katie Ringenbach and Fiscal Officer Rebecca Herrick.

Board President Dawn Tolchinsky called the Meeting to order at 7:00 PM.

### Meeting Minutes:

**44-2018** Judy Starr moved to accept the minutes of the September 20, 2018 meeting with additions to the Directors Report and Unfinished Business. Kris Thompson seconded the motion and the Board passed the resolution with three aye votes and Sue Miller abstained.

**45-2018** Matt Connors moved to accept the minutes for the Record Commission Meeting as presented. Kris Thompson seconded the motion and the Board passed the resolution with three aye votes and Sue Miller abstained.

### Financial Statement:

<b>Beginning Cash Balance</b>	<b>August</b>	<b>September</b>
General Fund	\$ 327,157.34	\$ 326,873.32
June Macek Fund	\$ 22,698.87	\$ 22,101.21
Reading Garden	\$ 7,332.13	\$ 9,029.83
Launch a Young Reader	\$ 4,186.75	\$ 4,191.25
Pfouts Memorial Fund	\$ 4,076.14	\$ 4,080.52
Capital Improvements Fund	\$ 92,809.33	\$ 89,188.36
<b>Total Beginning Cash Balance</b>	<b>\$ 458,260.56</b>	<b>\$ 455,464.49</b>
<b>Receipts</b>		
General Fund	\$ 84,637.01	\$ 46,063.44
June Macek Fund	\$ 23.74	\$ 30.62
Reading Garden	\$ 195.70	\$ 1,178.79
Launch a Young Reader	\$ 4.50	\$ 5.83
Pfouts Memorial Fund	\$ 4.38	\$ 5.67
Capital Improvements Fund	\$ 95.81	\$ 103.13
<b>Total Receipts</b>	<b>\$ 84,961.14</b>	<b>\$ 47,387.48</b>
<b>Expenses</b>		
General Fund	\$ 84,921.03	\$ 68,866.05
June Macek Fund	\$ 621.40	\$ 127.92
Reading Garden	\$ (1,502.00)	\$ 52.97
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ 3,716.78	\$ 17,095.08
<b>Total Expenses</b>	<b>\$ 87,757.21</b>	<b>\$ 86,142.02</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 326,873.32	\$ 304,070.71
June Macek Fund	\$ 22,101.21	\$ 22,003.91
Reading Garden	\$ 9,029.83	\$ 10,155.65
Launch a Young Reader	\$ 4,191.25	\$ 4,197.08
Pfouts Memorial Fund	\$ 4,080.52	\$ 4,086.19
Capital Improvements Fund	\$ 89,188.36	\$ 72,196.41
<b>Total Ending Cash Balance</b>	<b>\$ 455,464.49</b>	<b>\$ 416,709.95</b>
The September interest earned was \$27.88, third quarter Interest received was \$98.31 from Middlefield Banking Company. September interest received from STAR Ohio was \$485.39		

### **46-2018**

Sue Miller moved to accept the September 2018 Financial Statements. Judy Starr seconded the motion and the Board passed the resolution unanimously.

**Fiscal Officer's Remarks:**

- 1) Donations received since the September meeting: General Fund - \$382.
- 2) The Fiscal Officer informed the Board that the 2019 Temporary Appropriations will be presented for review at the November meeting.

**Director's Report:**

Statistics: Katie spoke about the differences in the reports. Circulation is still showing increases. Outreach numbers significantly increased due to the new Outreach Librarian. The Outreach Librarian for the elementary school would like to bring students into the library to checkout books. Unfortunately, not all students have Burton Public Library cards. Katie presented the idea of a new card category for elementary students that will only allow three checkouts and would not require a parent signature. The Board expressed that it would prefer to have applications given to all students and have the applications signed by a parent; they were not opposed to the idea of the school verifying the addresses and collecting the applications. In order to prevent children from checking out DVDs that parents may deem inappropriate, Katie suggested that the new student cards could have a "No DVDs" restriction placed on the account. It was also suggested that the cards could be distinctive and have DVD circulation requirements listed on the card. Katie will make a full presentation at the next meeting.

**General Information:**

- Katie asked the Board for a committee volunteer for the Annual Fund Drive letter. This involves signing letters between October 24 and November 2 and being listed on the letterhead. No one came forward so Dawn (who is already listed on the letterhead as Board President) said she would most likely be able to sign letters. Katie read the letter to the Board and the letter was well received.
- Staffing: Interviews have occurred for the Adult Services Library Assistant. A candidate with 10 years experience was interviewed but lacked a Bachelor's Degree. Therefore, a request to add "or an equivalent combination of education, training and experience" be added to all Job Descriptions. The Board agreed to add the above mentioned statement.
- Art Show statistics: 102 pieces were entered with 92 accepted; 39 artists entered and 38 were exhibited.
- The Friend's Book Sale earned \$420.75 during the weekend of October 13 and 14. The remaining books are being offered for sale at \$1 per bag.
- The North East Ohio Regional Library system offers Staff Day to member libraries. This year 12 Burton Library staff members attended the program at Kent State University's main campus. The feedback from staff was positive.
- The Ohio Library Council Conference was held recently and Katie attended; she expressed that it was very educational.
- Recently there was an incident with a Library patron that was viewing inappropriate videos on one of the Adult Reference room computers. He has done this before and served multiple one-day bans. Because of the repeated behavior, the patron was banned from the Library for a week. Katie asked the Board if it requires being informed before she bans patrons for longer than one week. The Board replied that it wants her to handle incidents as she feels appropriate and does not need Board approval.

**Unfinished Business:** None.

**New Business:**

**Update email and telephone list of Board Members:** The list was presented for Board review/update.

**Employee performance objective presented to the Personnel Committee for evaluation of Director and Fiscal Officer:** The Director and Fiscal Officer presented their performance objectives and the evaluation form to the committee.

**47-2018** Judy Starr moved to go into Executive Session to discuss a personnel issue at 7:44 PM. Kris Thompson seconded the motion and the Board passed the resolution unanimously.

The Board came out of Executive Session at 7:55 PM.

The Board requested that an updated listing of employees with contact information be emailed after the new Adult Services Assistant is hired.

**Fund Drive Update:** The 15<sup>th</sup> Annual Fund Drive letters will be mailed on November 6.

**Public Comments:** No public present at the meeting.

**48-2018** Judy Starr moved to adjourn the meeting. Kris Thompson seconded the motion and the Board passed the resolution unanimously.

The meeting adjourned at 8 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer