

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee July 18, 2019

Board President John Emig and Library Director Katie Ringenbach reviewed the June 2019 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes July 18, 2019

Present: Board Members John Emig, Dawn Tolchinsky, Judy Starr, Kathy Beten, Kristine Thompson, Sue Miller and Matt Connors; Katie Ringenbach and Fiscal Officer Rebecca Herrick.

The Meeting was called to order at 7:00 PM by Board President John Emig.

Meeting Minutes:

36-2019 With no additions or corrections to the June 20, 2019 regular meeting minutes Sue Miller moved to accept the minutes. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

Financial Statement:

Beginning Cash Balance	May '19	June '19
General Fund	\$ 240,160.78	\$ 226,991.06
June Macek Fund	\$ 20,647.43	\$ 19,667.44
Reading Garden	\$ 9,351.31	\$ 9,116.97
Launch a Young Reader	\$ 3,555.34	\$ 3,589.94
Pfouts Memorial Fund	\$ 3,625.31	\$ 3,629.96
Capital Improvements Fund	\$ 170,946.96	\$ 171,166.25
Total Beginning Cash Balance	\$ 448,287.13	\$ 434,161.62
Receipts		
General Fund	\$ 58,306.73	\$ 48,944.86
June Macek Fund	\$ 25.20	\$ 9,040.21
Reading Garden	\$ 11.68	\$ 12.86
Launch a Young Reader	\$ 34.60	\$ 5.43
Pfouts Memorial Fund	\$ 4.65	\$ 5.49
Capital Improvements Fund	\$ 219.29	\$ 258.86
Total Receipts	\$ 58,602.15	\$ 58,267.71
Expenses		
General Fund	\$ 71,476.45	\$ 70,337.50
June Macek Fund	\$ 1,005.19	\$ 1,230.34
Reading Garden	\$ 246.02	\$ 718.45
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 72,727.66	\$ 72,286.29
Ending Cash Balance		
General Fund	\$ 226,991.06	\$ 205,598.42
June Macek Fund	\$ 19,667.44	\$ 27,477.31
Reading Garden	\$ 9,116.97	\$ 8,411.38
Launch a Young Reader	\$ 3,589.94	\$ 3,595.37
Pfouts Memorial Fund	\$ 3,629.96	\$ 3,635.45
Capital Improvements Fund	\$ 171,166.25	\$ 171,425.11
Total Ending Cash Balance	\$ 434,161.62	\$ 420,143.04
June interest earned from Middlefield Banking Company was \$26.32.		
Second quarter interest received from Middlefield Bank was \$106.36		
June interest received from STAR Ohio was \$532.10.		

37-2019

Dawn Tolchinsky moved to accept the June 2019 Financial Statement. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Fiscal Officer’s Remarks:

- 1) Donations received since the June meeting: Joseph Durket Launch-A-Young Reader Fund - \$35.
- 2) At the end of April, a letter was received informing the Library that recently deceased Lynn Michelle Knable had included BPL in her will. She bequeathed five percent of her estate to the Library. This week a second letter was received stating the value of the estate. Before the attorney fees are deducted, the amount is approximately \$14,000. The letter also included a “Waiver of Notice of Hearing on Inventory” form. The form will be signed and returned to estate Attorney Carol A. Szczpancik as there was no objection by the Board.

Director’s Report:

Statistics: June circulation showed an increase. The collections report is also favorable. The people counter report shows a lower number than expected although the library has been busy.

- On June 24 there was a gas leak in the basement. Home Service Manager Dixie Richardson noticed the smell of gas and alerted Katie. The fire department was called; it tested the air, evacuated the building and shut off the gas to the building. The gas company arrived and shut off the gas to the boiler; a crack was discovered in a pipe. A plumber has been contacted for the repair.
- Katie shared the Memorandum of Understanding (copy to follow) that she will be signing and returning to the Geauga Skywatchers Club. Several changes were requested by both library systems (Gauga County Public Library [GCPL] and Burton) to the original Memorandum to bring it more in-line with library policies. The goal of the Skywatchers Club is to organize a children’s astronomy club and for each library building in the county to have a telescope available for check-out. Prior to check-out, patrons will be required to watch a short video that includes a test to insure safety of the user and proper use of the telescope.
- On June 17 the Friends of the Burton Public Library met. Its current balance is \$5,779.58.
- The Home Service department is currently serving 116 families.
- Governor Mike DeWine signed the state budget today. The Public Library Fund is set at 1.7 percent of the General Fund revenue for the next two years. The July distribution rate was 1.66 percent; the committee accepted a “true-up” amendment that will make libraries “whole” for the month of July.
- Katie asked the Board if it would like having all the paperwork for the meeting included when emailing Board Packets, thereby allowing the members time to review the documents prior to the meeting. Copies of the documents will continue to be printed and presented at the meeting. The Board favored the change in procedure.

Unfinished Business: None

New Business:

Board reviews Salary and Personnel Committees: The Fiscal Officer presented the Board a card of Committee members this was established at the organizational meeting January 17, 2019.

2019 Salary and Personnel Committees

<u>Salary Committee</u>	<u>Personnel Committee</u>
Kathy Beten	Judy Starr
Dawn Tolchinsky	Matt Connors
Sue Miller	Kris Thompson

Set Holiday Schedule for 2020: Independence Day falls on a Saturday in 2020. GCPL was contacted regarding when it will be closed for the holiday. GCPL policy states that if a holiday falls on a Saturday, the library will be closed on Friday. There has been no discussion with its Board regarding 2020. Also, Friday, July 3 is a Federal Holiday. After a brief discussion, the Board agreed to the following Holiday Schedule that was altered from what was originally presented by changing “or” to “and” regarding the Independence Day holiday. Also, added was the phrase “Only Friday, July 3 is a paid holiday; closed Saturday.”:

2020 Library Holiday Closings	
New Year’s Day	Wednesday, January 1
Memorial Day	Monday, May 25
Independence Day	Friday, July 3 and Saturday, July 4 Only Friday is a paid holiday, closed Saturday.
Labor Day Weekend	Saturday-Monday, September 5-7 Only Monday is a paid holiday.
Staff In-Service Day	Monday, October 12
Thanksgiving Day	Thursday, November 26
Christmas Eve	Thursday, December 24
Christmas Day	Friday, December 25
New Year’s Eve	Thursday, December 31 Half day closing at 1 PM.

38-2019 Dawn Tolchinsky moved to accept the discussed 2020 Library Holiday Closings with the changes mentioned above. Kristine Thompson seconded the motion and the resolution was passed unanimously by the Board.

Upstairs Restrooms Renovation Project: The Board received copies of the three quotes for the work (copy to follow). Two quotes were received via IAP Government Service Group; both were more than the Library wanted to spend. The third quote was from Mike Miller of MGEC Construction Inc., a local company that renovated the Burton Police Department and has done work for Jennell Dahlhausen, Fiscal Officer for Burton Village. Both were very satisfied with the work. The MGEC quote was one third the cost. The Board was pleased with quote from MCEC and instructed administration to proceed. Due to the company's busy schedule, work may not begin until November or December 2019. A Board member requested that automation/button access on the door be added to the renovation to the ADA compliant restroom, Mike Miller will be contacted regarding this change.

Added to New Business: State of Ohio Flag: A Board member noticed the condition of the State of Ohio flag and requested that it be replaced. The Fiscal Officer will request replacement by maintenance staff as soon as possible.

Fund Drive Update: Katie asked the Board if requesting a new vehicle was appropriate for this year's fund drive letter. The Board was supportive.

Public comments: None.

39-2019 Kathy Beten moved to adjourn the meeting. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:26 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer