

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee January 17, 2019

Board President Dawn Tolchinsky and Library Director Kathryn Ringenbach reviewed the December 2018 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes January 17, 2019

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

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

Board Reorganization:

Swearing-In of Board Member: Kathy Beten took the oath of office in the presence of Notary Patricia Cross on the morning of January 17, 2019.

Election of Officers for the Year 2016: Kathy Beten proposed the following slate of Officers: John Emig - President, Matt Connors - Vice President and Dawn Tolchinsky - Secretary. There were no other nominations.

1-2019 Kathy Beten moved to accept the slate of Officers of the Board of Trustees of the Burton Public Library as stated above for the year 2019. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Appoint Fiscal Officer and Deputy Fiscal Officer:

2-2019 Dawn Tolchinsky moved to rehire Rebecca Herrick as Fiscal Officer with her annual compensation of \$36,248 and to reappoint Patricia Cross as Deputy Fiscal Officer for 2019. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

Rebecca Herrick will take the Oath of Office on Friday, January 18 when Notary Patricia Cross is available to administer the oath.

Approve Bond for Fiscal Officer: The cost of the required \$50,000 bond provided by Zurich North America Surety for the Fiscal Officer and Deputy Fiscal Officer will remain the same as 2018 at \$173.

3-2019 Dawn Tolchinsky moved to approve the 2019 bond for the Fiscal Officer and Deputy Fiscal Officer at a cost of \$173. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

4-2019 Judy Starr moved to set the Regular Board meetings at 7:00 PM on the third Thursday of the month, excluding August. Matt Connors seconded the motion and the resolution was passed unanimously by the Board.

5-2019 Sue Miller moved to designate *The Geauga County Maple Leaf* as the newspaper of record for the Burton Public Library. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

Standing committees are as follows:

2018 Salary Committee: Kathy Beten, Sue Miller and Dawn Tolchinsky (members alternate with the Salary Committee each year).

2018 Personnel Committee: Judy Starr, Kris Thompson and Matt Connors (members alternate with the Personnel Committee each year).

2018 Building Committee: John Emig, Matt Connors, Scott Carlson, Lon Miller and Sean Thompson with Katie Ringenbach and Rebecca Herrick.

2018 Records Committee: Chair Sue Miller, all available Board members and Rebecca Herrick.

6-2019

Kris Thompson moved to approve the Committees as listed above. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

Meeting Minutes:**7-2019**

With no additions or corrections to the December 13, 2018 regular meeting minutes Kathy Beten moved to accept the minutes. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board with Sue Miller and Kris Thompson abstaining.

Financial Statement:

Beginning Cash Balance	November	December
General Fund	\$ 288,455.98	\$ 271,768.19
June Macek Fund	\$ 20,955.14	\$ 20,957.47
Reading Garden	\$ 10,104.08	\$ 9,877.72
Launch a Young Reader	\$ 4,202.67	\$ 3,453.44
Pfouts Memorial Fund	\$ 4,091.63	\$ 4,097.29
Capital Improvements Fund	\$ 72,292.54	\$ 72,392.48
Total Beginning Cash Balance	\$ 400,102.04	\$ 382,546.59
Receipts		
General Fund	\$ 50,323.79	\$ 54,880.96
June Macek Fund	\$ 28.93	\$ 37.70
Reading Garden	\$ 13.64	\$ 17.69
Launch a Young Reader	\$ 4.77	\$ 6.26
Pfouts Memorial Fund	\$ 5.66	\$ 7.35
Capital Improvements Fund	\$ 99.94	\$ 130.27
Total Receipts	\$ 50,476.73	\$ 55,080.23
Expenses		
General Fund	\$ 67,011.58	\$ 97,178.84
June Macek Fund	\$ 26.60	\$ -
Reading Garden	\$ 240.00	\$ 45.53
Launch a Young Reader	\$ 754.00	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 68,032.18	\$ 97,224.37
Ending Cash Balance		
General Fund	\$ 271,768.19	\$ 229,470.31
June Macek Fund	\$ 20,957.47	\$ 20,995.17
Reading Garden	\$ 9,877.72	\$ 9,849.88
Launch a Young Reader	\$ 3,453.44	\$ 3,459.70
Pfouts Memorial Fund	\$ 4,097.29	\$ 4,104.64
Capital Improvements Fund	\$ 72,392.48	\$ 72,522.75
Total Ending Cash Balance	\$ 382,546.59	\$ 340,402.45
December interest earned from Middlefield Banking Company was \$10.10.		
Fourth quarter interest received from Middlefield Bank was \$49.		
December interest received from STAR Ohio was \$561.40.		

8-2019 Sue Miller moved to accept the December 2018 Financial Statements. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

1) Donations received since the December meeting: General Fund - \$150, 15th Annual Fund Drive - \$3,870, Luxenberg Family Reading Garden Fund - \$100. The donations that exceeded \$249 are: a donation of \$2,000 from William and Margaret Clark Charitable Foundation; two donations at \$300 each from Mr. and Mrs. Jay Giles and Mr. and Mrs. James Miller.

9-2019 Kathy Beten moved to accept the donations in excess of \$249 as listed above. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

2) The IRS has issued the mileage rate for 2019; the rate is set at 58 cents per mile, an increase of 3.5 cents per mile over 2018.

Director's Report:

Statistics: National library ranking is currently based on five criteria, and the Library improved in all five of these categories in 2018. Total circulation for 2018 was 242,892, a 12.4 percent increase over 2017 and the best since 2014. In addition E-circulation increased by 9.49 percent, program attendance increased by 13.91 percent, computer usage increased by 5.3 percent and the number of annual visitors increased by 3.06 percent.

- New Hire: Caedmon Morgret (pending obtaining his work permit) has been hired as a Page; he aced the Page test. He will be working Thursday mornings and the weekend rotation.
- On January 15 Katie, Youth Services Supervisor Christina Mihalic and Youth Services Outreach Librarian Carol Gardner had a meeting with Burton Elementary School Principal Mandy Randles regarding BPL's library card initiative. Mrs. Randles was very enthusiastic about the proposal and expressed her appreciation to the Board for the services they are offering. All students will receive an application for a library card that does not require a parent or legal guardian to be present at the Library when the application is processed. The student cards will have a "no videos" restriction and a unique design.
- The recent meeting of The Friends of the Burton Public Library was held on January 16. The Friends year-end balance is \$5,675.14. The Annual Friends Membership meeting will be held on April 11 at 12:30 PM. The Friends will accept, prior to the March Book Sale, gently used fiction books from the Board and staff.
- Due to the reduction in cost, the Library is considering offering Hot-Spots to patrons for a 14-day loan. The cost per device for unlimited data is \$23 per month with no hardware charge; service is provided by Sprint.
- 2019 Ohio Chautaugua will include two presentations at BPL by the actors depicting Robert Kennedy and the Tuskegee Airman. These two events will be held during the day and be a scholarly lecture; an actual member of the Tuskegee Airmen has volunteered to attend the event. The theatrical presentation will be a separate event held at Century Village in the evening.
- New Digital Media Link: RBDigital is now live on the BPL website. Through this link a patron can access concerts, television shows and movies from Britain and beyond. The Great Courses and world-wide classic television, documentaries and films are also available.

Unfinished Business:

Circulation Policy: The new Circulation Policy was presented to the Board (corrected copy to follow). The policy was discussed; one typo was discovered.

10-2019 Matt Connors moved to accept the Circulation Policy as correction. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

Credit Card Policy: The new Credit Card Policy to presented to the Board (corrected copy to follow). The discussion resulted in the following:

11-2019 Dawn Tolchinsky moved to accept the Credit Card Policy as corrected. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

New Business:

Resolution to rescind Resolution 62-2018: The timing of the transfer of \$100,000 from the General Fund to the Capital Improvements Fund was not correct. The transfer could not be made in 2018; therefore, Resolution 62-2018 needs to be rescinded.

12-2019

Dawn Tolchinsky moved to rescind Resolution 62-2018 pertaining to the transfer of money from the General Fund to the Capital Improvements Fund in the amount of \$100,000. The motion was seconded by Sue Miller and the resolution was passed with the following voice vote:

Dawn Tolchinsky - Yes Matthew Connors - Yes Kristine Thompson - Yes
 Judy Starr - Yes Kathy Beten - Yes Susan Miller - Yes John Emig - Yes

Permanent Appropriations: The following 2019 Permanent Appropriations Measure was presented to the Board for discussion and approval.

General Fund	
Salaries & Benefits	\$ 636,665.46
Supplies	\$ 31,000.00
Purchased & Contracted Services	\$ 126,546.36
Library Materials & Information	\$ 136,945.16
Capital Outlay	\$ 13,000.00
Other Objects	\$ 4,600.00
Transfers-out	\$ 100,000.00
Contingency	\$ 3,000.00
Grand Total General Fund	\$1,051,756.98
June Macek Fund	\$ 12,000.00
Reading Garden Fund	\$ 4,000.00
Launch-A-Young Reader Fund	\$ 2,000.00
Capital Improvements Fund	\$ 150,000.00
GRAND TOTAL ALL FUNDS	\$1,219,756.98

After a review of the measure and questions answered, a resolution followed:

13-2019

ANNUAL APPROPRIATION RESOLUTION

Permanent Appropriations

The Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, met in Regular Session on the 17th day of January, 2019, at the Burton Public Library with the following members present:

Mrs. Dawn Tolchinsky Mr. Matthew Connors Mrs. Kristine Thompson
 Mrs. Judy Starr Mrs. Kathy Beten Mrs. Susan Miller Mr. John Emig

Mrs. Susan Miller moved to adopt the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that receipt of the Amended Certificate of the County Budget Commission of Estimated Resources from the County Auditor including resources for the General Fund meeting or exceeding \$1,095,584.14 when received on or about January 23, 2019

BE IT FURTHER RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31st, 2019, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the:

General Fund	
Salaries & Benefits	\$ 636,665.46
Supplies	\$ 31,000.00
Purchased & Contracted Services	\$ 126,546.36
Library Materials & Information	\$ 136,945.16
Capital Outlay	\$ 13,000.00
Other Objects	\$ 4,600.00
Transfers-out	\$ 100,000.00
Contingency	\$ 3,000.00
Grand Total General Fund	\$1,051,756.98
June Macek Fund	\$ 12,000.00
Reading Garden Fund	\$ 4,000.00
Launch-A-Young Reader Fund	\$ 2,000.00
Capital Improvements Fund	\$ 150,000.00
GRAND TOTAL ALL FUNDS	\$1,219,756.98

Mrs. Dawn Tolchinsky seconded the Resolution and the roll called upon its adoption, the vote resulted as follows:

Mrs. Dawn Tolchinsky - Yes Mr. Matthew Connors - Yes Mrs. Kristine Thompson - Yes
Mrs. Judy Starr - Yes Mrs. Kathy Beten - Yes Mrs. Susan Miller - Yes Mr. John Emig - Yes

Resolution to transfer funds to the Capital Improvements Fund: The Fiscal Officer requested that a resolution be made to transfer \$100,000 from the General Fund to the Capital Improvements Fund for building improvements. A discussion resulted in the following:

14-2019 Sue Miller moved to transfer \$100,000 from the General Fund to the Capital Improvements Fund. The motion was seconded by Kris Thompson and the resolution was passed with the following voice vote:

Dawn Tolchinsky - Yes Matthew Connors - Yes Kristine Thompson - Yes
Judy Starr - Yes Kathy Beten - Yes Susan Miller - Yes John Emig - Yes

Fund Drive Update: The Fund Drive has receipted \$18,920 from 118 donors.

No public present

15-2019 Kathy Beten moved to adjourn the meeting. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:58 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer