

## BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

### Audit Committee December 16, 2021

Board Vice-President Sue Miller and Library Director Katie Ringenbach reviewed the November 2021 Management Reports produced by the UAN System.

### Board Meeting Minutes December 16, 2021

**Present:** Board Members: Sue Miller, Judy Starr, Kathy Beten, Kristine Thompson, Forrest Burt and Dawn Tolchinsky; Katie Ringenbach and Fiscal Officer Rebecca Herrick.  
Public Present: None

The Meeting was called to order at 7:01 PM by Board Vice-President Sue Miller.

#### **Meeting Minutes:**

**68-2021** With no corrections to the November 18, 2021 regular meeting minutes, Forrest Burt moved to accept the minutes as presented. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

#### **Financial Statement:**

	October 2021	November 2021
<b>Beginning Cash Balance</b>		
General Fund	\$ 587,569.98	\$ 579,683.34
June Macek Fund	\$ 29,785.68	\$ 29,251.73
Reading Garden	\$ 8,116.24	\$ 8,116.64
Launch a Young Reader	\$ 3,362.87	\$ 2,932.93
Pfouts Memorial Fund	\$ 3,766.13	\$ 3,766.31
Coronavirus Relief Fund	\$ 2,313.43	\$ 2,298.54
Capital Improvements Fund	\$ 196,056.74	\$ 196,066.28
<b>Total Beginning Cash Balance</b>	<b>\$ 830,971.07</b>	<b>\$ 822,115.77</b>
<b>Receipts</b>		
General Fund	\$ 48,439.73	\$ 52,943.31
June Macek Fund	\$ 1.45	\$ 1.53
Reading Garden	\$ 0.40	\$ 0.43
Launch a Young Reader	\$ 0.16	\$ 2,127.19
Pfouts Memorial Fund	\$ 0.18	\$ 0.20
Coronavirus Relief Fund	\$ 0.06	\$ 0.05
Capital Improvements Fund	\$ 9.54	\$ 10.31
<b>Total Receipts</b>	<b>\$ 48,451.52</b>	<b>\$ 55,083.02</b>
<b>Expenses</b>		
General Fund	\$ 56,326.37	\$ 70,934.91
June Macek Fund	\$ 535.40	\$ 88.30
Reading Garden	\$ -	\$ 135.00
Launch a Young Reader	\$ 430.10	\$ 270.22
Pfouts Memorial Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 14.95	\$ 300.95
Capital Improvements Fund	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 57,306.82</b>	<b>\$ 71,729.38</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 579,683.34	\$ 561,691.74
June Macek Fund	\$ 29,251.73	\$ 29,164.96
Reading Garden	\$ 8,116.64	\$ 7,982.07
Launch a Young Reader	\$ 2,932.93	\$ 4,789.90
Pfouts Memorial Fund	\$ 3,766.31	\$ 3,766.51
Coronavirus Relief Fund	\$ 2,298.54	\$ 1,997.64
Capital Improvements Fund	\$ 196,066.28	\$ 196,076.59
<b>Total Ending Cash Balance</b>	<b>\$ 822,115.77</b>	<b>\$ 805,469.41</b>

Middlefield Bank (MBC) November savings account earned \$7.07.  
MBC November checking account interest received was \$21.42.  
STAR Ohio November dividend received was \$20.71.  
STAR Ohio current balance is \$307,905.77.

- 69-2021** Dawn Tolchinsky moved to accept the November 2021 Financial Statements. 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 November meeting: General Fund - \$1,772.75; Joseph Durket Launch-a-Young Reader Fund - \$20; Luxenberg Family Reading Garden Fund - \$100; 18<sup>th</sup> Annual Fund Drive - \$9,310; June Macek Fund - \$12,000. The donations that exceeded \$249 are as follows: \$250 each from: Don and Marilyn Hornak, Andy and Linda Baker, \$300 each from: Michael and Patricia Sutter, Jay and Sue Giles; \$500 each from: Elizabeth Cupp, Dave and Karen Braun, Elmer Bollinger; \$654.50 from Burton Village Now in honor of Charlie Caputo; \$1,000 from Tom and Lisa Buckles; \$1,572.75 from the Grace L. Cone Trust; and \$13,000 from Steve Macek.

- 70-2021** Kathy Beten moved to accept the donations as listed above. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

- 2) In the beginning of 2021 the Board continued the two pro-rated weeks of sick leave to be used by staff due to COVID-19 pandemic. A decision as to continuing this practice in 2022 was sought.

- 71-2021** Dawn Tolchinsky moved to provide two pro-rated weeks of sick pay to staff that does not currently accumulate sick pay for fiscal year 2022, adding any remaining sick paid time off from 2021 will not roll over into 2022. The motion was seconded by Kristine Thompson and the resolution was passed by the following voice vote:

Dawn Tolchinsky – Yes	Kristine Thompson – Yes	Sue Miller – Yes
Judy Starr – Yes	Kathy Beten – Yes	Forrest Burt – Yes

- 3) In order to facilitate installation of the new boiler, a resolution is needed regarding closure of the library on January 17 and possibly January 18.

- 72-2021** Forrest Burt moved to close the Library on Monday, January 17, 2022 and, if necessary, Tuesday, January 18, 2022 for the installation of the new boiler. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

- 4) Per the Credit Card Policy, an annual report of Rewards received is to be presented. Middlefield Bank changed credit card providers recently; therefore, there are two rewards systems. The old system accumulated 30,296 points. These points will never increase because the system is no longer being utilized. Recently a new vacuum was needed by maintenance staff; 30,200 points were used to purchase the equipment. The remaining 96 points will probably never be spent. The new system has a balance of 46,793; 5,599 points on Christina Mihalic's credit card may also be available after the account was closed. The bank has been contacted regarding the points on this account. An inquiry by the Fiscal Officer will be made regarding the use of the balance of the rewards points toward the balance owed on the credit card.
- 5) Geauga Mechanical presented a proposal for maintenance of the new boiler and the current air conditioning systems. The total cost per year is \$4,750; one-half payable twice a year. In an email, Mike Ozinga of Geauga Mechanical stated that the air handlers

“that are in the attic do not currently have filters installed. This is a very serious issue, as unfiltered air moving throughout the ductwork will clog the A/C coil in the unit as well as deteriorate the internal components of the air handlers. I'm not in any way trying to be a[sic] alarmist, but it shocks me that the company that

installed those units did not install filter racks in the units that could be regularly maintained. We will take care of getting filter 'racks' installed in these three units, as well as purchasing and installing said filters, at no cost to the library. Normally, this would easily cost \$1,200-\$1,500 dollars to take care of."

A discussion followed resulting in the following:

- 73-2021** Dawn Tolchinsky moved to accept a one-year contract from Geauga Mechanical as a cost of \$4,750 for the maintenance of the HVAC systems. Kristine Thompson seconded the motion and the resolution was passed unanimously by the Board.

**Director's Report:**

**Statistics:** November 2021 circulation is down slightly; door count is up, possibly due to COVID-19 test distribution. Electronic materials circulation is up as is computer usage.

- Library Journal released its Starred Libraries for this year. BPL did not receive the noted distinction but finished 42 in a field of 1,180 libraries. Only the top 31 libraries received designation.
- Staffing:
  - Isabella Ziemak began as Adult Services Supervisor on December 6.
  - Joe Koziol started in the Circulation Clerk position on November 23.
  - Two applications for Youth Services Supervisor were received, one applicant was interviewed but may not be the right fit. The other was not willing to have an in-person interview.
  - The Youth Services Assistant position will be filled by Amy Minor, this is a promotion from Circulation Desk Clerk.
  - A staff member tested positive to COVID-19 on Tuesday, December 14 while another staff member was exposed to COVID-19 on Wednesday the 15th by a vendor while trimming arborvitae in the Reading Garden.
- Resumption of previous operating hours could happen in January since more staff are in place, but the pandemic is not letting up which is causing absences. It was decided to maintain current operating hours through January 2022.
- Distribution of COVID take-home tests has been very time-consuming with staff handing out 300 tests within three days this week. Phone inquiries regarding this program are numerous. Additionally, there seems to be a level of disregard for staff safety by the public with many of those needing tests entering the Library unmasked. Staff requested that BPL discontinue distributing tests and change the phone automatic attendant message to reflect this; Katie agreed as did the Board.
- Regarding the holiday buffet for staff, interest in appetizers was expressed. Currently, there is a large box of many different sweets for the staff. The Board decided to hold the buffet after Christmas, making it a New Year Celebration in January.

**Unfinished Business:** None

**New Business:**

**Resolution to request 2022 Real Estate Tax Collection**

The Fiscal Officer requested a formal resolution by the Board to request advance payments of the Real Estate Taxes from the County Auditor. This request resulted in the following:

**REQUEST FOR ADVANCE OF TAXES COLLECTED**  
**Ohio Revised Code Section 321.34**

**Resolution 74-2021**

The Board of Trustees of the Burton Public Library, Geauga County, Ohio, met in regular session on the 16<sup>th</sup> day of December 2021 at the Burton Public Library with the following members present: Susan E. Miller, Kathleen Beten, Dawn Tolchinsky, Judith Starr, Kristine Thompson and Forrest Burt.

Forrest Burt moved and Kathleen Beten seconded the following resolution:  
 To the Auditor of Geauga County, Ohio, December 17, 2021:

You are hereby requested to issue your warrant upon the County Treasurer of said County, in favor of the Fiscal Officer of the Burton Public Library in said County for the maximum allowable of the current collection of taxes assessed and collected for the closing dates of: February 9, 2022 and July 13, 2022, for and in behalf of the Burton Public Library which shall be held and treated as an advance payment of the current collection of taxes on the Berkshire School District (excluding Thompson and Montville Townships) for the following distribution dates of:

January 21, 2022            February 8, 2022            July 7, 2022            July 20, 2022

as provided by law. The resolution was passed by the following voice vote:

Forrest Burt – Yes

Kathleen Beten – Yes

Susan E. Miller – Yes

Dawn Tolchinsky – Yes

Judith Starr – Yes

Kristine Thompson – Yes

**Fund Drive Update:** To date 82 donors contributed \$12,035.

**Public comments:** None

**75-2021** Kathy Beten moved to adjourn the meeting. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:46 PM.

Respectfully submitted,

Rebecca S. Herrick  
 Library Fiscal Officer