

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee September 16, 2021

Board President Matt Connors and Library Director Katie Ringenbach reviewed the July and August 2021 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes September 16, 2021

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

President Matt Connors called the Meeting to order at 7:00 PM.

Meeting Minutes:

46-2021 With no additions or corrections to the July 15, 2021 regular meeting minutes Dawn Tolchinsky moved to accept the minutes. Judy Starr seconded the motion and the resolution was passed unanimously by the Board with Matt Connors abstaining.

Financial Statement:

	June 2021	July 2021	August 2021
Beginning Cash Balance			
General Fund	\$ 445,630.66	\$ 449,620.71	\$ 593,368.24
June Macek Fund	\$ 32,098.65	\$ 31,852.60	\$ 29,857.59
Reading Garden	\$ 6,668.81	\$ 6,431.08	\$ 6,531.38
Launch a Young Reader	\$ 3,300.03	\$ 3,318.29	\$ 3,340.44
Pfouts Memorial Fund	\$ 3,765.18	\$ 3,765.48	\$ 3,765.65
Coronavirus Relief Fund	\$ 2,496.48	\$ 2,496.53	\$ 2,359.57
Capital Improvements Fund	\$ 196,382.40	\$ 196,398.06	\$ 196,406.90
Total Beginning Cash Balance	\$ 690,342.21	\$ 693,882.75	\$ 835,629.77
Receipts			
General Fund	\$ 74,095.58	\$ 212,355.69	\$ 70,413.14
June Macek Fund	\$ 2.55	\$ 1.34	\$ 1.57
Reading Garden	\$ 0.52	\$ 100.30	\$ 0.33
Launch a Young Reader	\$ 18.26	\$ 22.15	\$ 0.17
Pfouts Memorial Fund	\$ 0.30	\$ 0.17	\$ 0.20
Coronavirus Relief Fund	\$ 0.05	\$ 0.05	\$ 0.07
Capital Improvements Fund	\$ 15.66	\$ 8.84	\$ 10.23
Total Receipts	\$ 74,132.92	\$ 212,488.54	\$ 70,425.71
Expenses			
General Fund	\$ 70,105.53	\$ 68,608.16	\$ 71,834.13
June Macek Fund	\$ 248.60	\$ 1,996.35	\$ 34.35
Reading Garden	\$ 238.25	\$ -	\$ 290.03
Launch a Young Reader	\$ -	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -	\$ -
Coronavirus Relief Fund	\$ -	\$ 137.01	\$ 46.27
* Capital Improvements Fund	\$ -	\$ -	\$ 375.00
Total Expenses	\$ 70,592.38	\$ 70,741.52	\$ 72,579.78
Ending Cash Balance			
General Fund	\$ 449,620.71	\$ 593,368.24	\$ 591,947.25
June Macek Fund	\$ 31,852.60	\$ 29,857.59	\$ 29,824.81
Reading Garden	\$ 6,431.08	\$ 6,531.38	\$ 6,241.68
Launch a Young Reader	\$ 3,318.29	\$ 3,340.44	\$ 3,340.61
Pfouts Memorial Fund	\$ 3,765.48	\$ 3,765.65	\$ 3,765.85
Coronavirus Relief Fund	\$ 2,496.53	\$ 2,359.57	\$ 2,313.37
Capital Improvements Fund	\$ 196,398.06	\$ 196,406.90	\$ 196,042.13
Total Ending Cash Balance	\$ 693,882.75	\$ 835,629.77	\$ 833,475.70

Middlefield Banking Company July savings account interest earned was \$6.63.

MBC August savings account interest earned was \$7.07.

MBC July checking account interest received was \$18.04, in August \$23.42

July dividend received from STAR Ohio was \$19.53, in August - \$20.07

The current balance in the STAR Ohio account is \$307,845.23.

* Panic buttons installed. Monitoring cost \$210.66 (5 months) separate.

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Kristine Thompson moved to accept the July and August 2021 Financial Statements. Kathy Beten seconded the motion and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the July meeting: General Fund - \$175; Joseph Durket Launch-a-Young Reader Fund - \$22; Luxenberg Family Reading Garden Fund - \$1,974. The donation that exceeded \$249 is \$1,874 from the Herbert and Mariana Luxenberg: Burton Public Library Fund of the Jewish Federation of Cleveland in honor of Herbert and Mariana Luxenberg.

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Kathy Beten moved to accept the donation from the Herbert and Mariana Luxenberg: Burton Public Library Fund of the Jewish Federation of Cleveland. Dawn Tolchinsky seconded the motion and the resolution was passed unanimously by the Board.

- 2) At 7:15 PM the sealed bank proposals were opened. The Finance committee will be reviewing the proposals on October 7, the committee is Matt, Katie and Beckie.
- 3) Quotes for a new boiler have been received; a document summarizing the quotes was presented to the Board (copy to follow). Quotes range from over \$21.5K to \$59K, from dual high efficiency to standard. A Building Committee meeting will be held to further discuss replacing the boiler, the issue was tabled for the October meeting.
- 4) Budget Commission Hearing: The commissioners were behind schedule; therefore, our hearing lasted approximately five minutes. The only concern mentioned regarding our budget was the fact that they felt the \$130,845 carryover was not sufficient. The estimate used for the Public Library Fund, which was the Fiscal Officers estimated with guidance from the County Auditor's office, was much lower than the amount provided by the State. The State does not make its estimate until after the tax budget is completed. If the actual estimate of the PLF had been used, the carry-over could have been \$217,918.
- 5) Complaints of an oil smell had been received from elevator users. Otis Elevator Company was contacted and a technician came out to look at the problem. He found about two inches of water in the bottom of the pit because the sump pump failed. McPhillips Plumbing, Heating and Air Conditioning was called in to replace the sump pump. The work is complete but there is an oily mess in the bottom of the pit. Otis Elevator will be here in the morning to complete the maintenance of the unit and advise what to do with the remaining mess.

Director's Report:

Statistics: July 2021 circulation was lower than July of 2020 even though only curbside services were available through July 6, 2020. The lack of statewide materials delivery service during July 2021 severely impacted circulation.

- Staffing:
 - Adult Services Assistant Carol Gardner's last day was August 7.
 - Adult and Youth Services Librarian Christina Mihalic's last day was August 11.
 - Page Gennah Brown's last day was August 18; she will be attending college.
 - Youth Services/Home Services Assistant Jesse Huge's last day was September 9.
 - Circulation Clerk Kateri Sokol's last day will be September 23.
 - Cheryl Rich started as Children's Services Supervisor on September 8. Cheryl worked at BPL previously as a Circulation Desk Clerk.
 - Two positions have been posted: Circulation Desk Clerk and Children's Services Assistant.
 - On September 20, Adult Services Assistant Josh Riley will be full time. Part of his responsibility will be to assist in the Home Services department.
- A shipment of 300 free COVID take home tests were received in March 2021. Half of them were distributed to the public in September until the Library ran out on September 11. Over a week ago 100 more were ordered and received today.
- Statewide material delivery services have improved. STAT the new provider is still not caught up with the backlog. however regular deliveries have been received for about a month. As of 3:30 PM today, there are still 700 items in transit. At the highest, there were over 2,000 items in transit to Burton and pulling holds was discontinued. STAT has a system that utilizes bins. Each library's items are bagged and the placed into the bins. The hinged split top bins are not waterproof. Also, some of the delivery personnel use uncovered pick-up trucks, and water damage has occurred to BPL items.
- Due to the surge in the pandemic cases, staff has been encouraged to wear masks. If the public asks if masks are mandatory, patrons are told that masks are not required.
- No fall programs are scheduled except for Book Clubs and the Art Show. Technical Services Supervisor Becky Wiegman will be running the Art Show with assistance provided by Carlina Sweigert, a former employee that has helped with the Art Show in the past. Children's Service Librarian Cheryl Rich is working on providing Take-and-Make craft kits for children, Launch-A-Young Reader for kindergarteners, and she has also set up visits for the second graders. Copyright permissions for online story times expired. With current COVID numbers and children ineligible for the vaccine, in-person programs and story times have not been planned.
- The panic buttons were installed on Wednesday, August 4, 2021. They are located at Reference, Circulation, Children's, Director's Office and Circulation Office.

Unfinished Business:**Personnel Committee presents employee suggestions:**

Upon severing her employment with the Library, a staff member wanted her exit interview to be with the Board, not the Director. As this was not an issue for a Special Board meeting, it was decided that the Personnel Committee would conduct the interview. The employee suggested training is needed regarding harassing behavior from the public. The Board agreed that staff should be trained on the subject.

New Business:

Board vote on Record Commission recommendations: The following changes to the Record Retention Schedule were presented to and modified (as shown) by the Record Commission. Changes to the schedule are highlighted in yellow, new information is in bold italics, and there is one strike through (HR/PR-21).

ADMIN-26	Licenses: Certificate permitting showing movies to the public	Until superseded, replaced or expired	Paper
HR/PR-01.1	Comp Time Worksheet: Records hours worked over hired at hours. After year is complete keep in Payroll Reports binder.	5 Years provided audited	Paper
HR/PR-14	New Employee Forms: (1) Emergency Contact Card (2) Direct Deposit Authorization (Note for Board Meeting Minutes only: HR/PR-14 and HR/PR-14.1 were originally together, separated at the Commission meeting.)	Until Employment is terminated. The originals/subsequent forms may be destroyed when replaced by an updated document.	Paper
HR/PR-14.1	New Employee Forms: (1) Receipt of Ohio Ethics Law Acknowledgement (2) Personnel Policy Acknowledgement (3) Receipt of Fraud Reporting Information Acknowledgement (4) Credit Card Policy: Employee Acknowledgement (5) Signed Vehicle Use Policy Acknowledgement	The originals/subsequent forms may be destroyed when replaced by an updated document. Documents are kept one year after employment has ended.	Paper
HR/PR-21	W-2 Forms: Annual Federal W-2 forms as issued	6 7 Years provided audited	Paper

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Dawn Tolchinsky moved to accept the above changes/additions to the Record Retention Schedule. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

Present proposed salary schedule changes as determined by the Salary Committee: Katie had presented to the Salary Committee specific information from the 2021 North East Ohio Regional Library System (NEO-RLS) Salary Survey as it pertains to the compensation at BPL. Included was the median of information collected from all 154 participating libraries including northeast Ohio libraries, libraries with similar budgets and rural libraries. The Committee felt it was too complicated to make separate changes for each category; therefore, it recommended increasing all starting salaries by \$3 per hour and to increase all current staff salaries by \$3 per hour, with the exception of the Page position. Page starting salary went from minimum wage: \$8.80 to \$10 per hour. Current Pages make less than \$10 per hour prior to the change. Katie presented to the Board Appendix D from the Personnel Policy (copy to follow). The changes to the Policy reflected the \$3 increases to the start of the hiring ranges. The discussion concluded with the following resolution:

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Kristine Thompson moved to change Appendix D of the Personnel Policy increase the starting salary ranges by \$3 per hour with the exception of the Page position that will start at \$10 per hour, and to raise current staff pay by \$3 per hour. Forrest Burt seconded the motion and the resolution was passed via the following voice vote:

Kristine Thompson – Yes
Dawn Tolchinsky – Yes

Forrest Burt – Yes
Judy Starr – Abstained

Matt Connors – Yes
Kathy Beten – Yes

Katie had also presented to the Salary Committee information from the NEO-RLS Salary Survey that pertained to the percentages paid by libraries for health insurance. Currently BPL pays 80 percent of the premium cost for a single staff member and nothing of the difference between family and single coverage. In the past (prior to the US financial crisis of 2008/9) the Library paid 90 percent of the premium cost. Katie presented information regarding the cost per month to the library at 80, 85 and 90 percent as well as the cost to the library for covering half of family cost (copy to follow). The Board discussed the possibilities, resulting in the following:

51-2021 Kristine Thompson moved to change the Personnel Policy to state that the Board will pay 90 percent of the premium cost of health insurance for single coverage and 50 percent of the cost of family coverage, commencing October 2021. Forrest Burt seconded the motion and the resolution was passed by the following voice vote:

Kristine Thompson – Yes	Forrest Burt – Yes	Matt Connors – Yes
Dawn Tolchinsky – Yes	Judy Starr – Abstained	Kathy Beten – Yes

Hours of operation: Katie proposed to the Board that, due to being understaffed, hours of operation need to be adjusted. Currently visits to the Library are low during the six and seven o'clock hours (document to follow). Visits on Saturday are much higher than that timeframe. Katie suggested that the Library be open one evening a week, perhaps Monday. A discussion followed resulting in the following:

52-2021 Dawn Tolchinsky moved that commencing Monday, September 27, 2021 Library hours will be temporarily changed to:

Monday 9-8
 Tuesday -Thursday 9-6
 Friday 9-5
 Saturday 10-2

Kathy Beten seconded the motion and the resolution was passed unanimously by the Board.

Fund Drive Update: Katie suggested that the Fund Drive letter request donation to assist with replacing the 40-year-old boiler. Rebecca Herrick requested that the Launch-A-Young Reader Fund be included in the request. The Board agreed with the suggestion. Kristine Thompson and Matt Connors volunteered to serve on the Fund Drive Committee.

Public comments: None

53-2021 Kathy Beten moved to adjourn the meeting. Dawn Tolchinsky seconded the motion and the resolution passed unanimously by the Board.

The meeting adjourned at 8:33 PM.

Respectfully submitted,

Rebecca S. Herrick
 Library Fiscal Officer