

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee November 17, 2022

Board Secretary Kathy Beten and Library Director Katie Ringenbach reviewed the October 2022 Management Reports produced by the UAN System.

Board Meeting Minutes November 17, 2022

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

The Meeting was called to order at 7:00 PM by Board Secretary Kathy Beten.

Meeting Minutes:

51-2022 With no corrections to the October 20, 2022 regular meeting minutes, Kristine Thompson moved to accept the minutes as presented. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Financial Statement:

Beginning Cash Balance	September 2022	October 2022
General Fund	\$ 789,778.62	\$ 801,996.64
June Macek Fund	\$ 37,507.38	\$ 37,511.45
Reading Garden	\$ 8,232.32	\$ 8,242.49
Launch a Young Reader	\$ 4,088.21	\$ 4,093.28
Pfouts Memorial Fund	\$ 3,778.99	\$ 3,783.67
Capital Improvements Fund	\$ 166,928.12	\$ 167,135.18
Total Beginning Cash Balance	\$ 1,010,313.64	\$ 1,022,762.71
Receipts		
General Fund	\$ 84,529.58	\$ 59,895.36
June Macek Fund	\$ 46.42	\$ 66.87
Reading Garden	\$ 10.17	\$ 12.26
Launch a Young Reader	\$ 5.07	\$ 27.48
Pfouts Memorial Fund	\$ 4.68	\$ 5.63
Capital Improvements Fund	\$ 207.06	\$ 248.45
Total Receipts	\$ 84,802.98	\$ 60,256.05
Expenses		
General Fund	\$ 72,308.56	\$ 67,000.05
June Macek Fund	\$ 42.35	\$ 1,338.40
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ 432.90
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 72,350.91	\$ 68,771.35
Ending Cash Balance		
General Fund	\$ 801,999.64	\$ 794,891.95
June Macek Fund	\$ 37,511.45	\$ 36,239.92
Reading Garden	\$ 8,242.49	\$ 8,254.75
Launch a Young Reader	\$ 4,093.28	\$ 3,687.86
Pfouts Memorial Fund	\$ 3,783.67	\$ 3,789.30
Capital Improvements Fund	\$ 167,135.18	\$ 167,383.63
Total Ending Cash Balance	\$ 1,022,765.71	\$ 1,014,247.41

Middlefield Banking Company October savings account interest earned was \$84.13.

MBC October checking account interest received was \$193.72.

October dividend received from STAR Ohio was \$1,311.79.

The current balance in the STAR Ohio account is \$513,197.87.

52-2022 Dawn Tolchinsky moved to accept the October 2022 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 October 2022 meeting: 19th Annual Fund Drive - \$4,405, June Macek Fund - \$13.08; Reading Garden Fund - \$125. Donations that exceeded \$249 are: \$250 from Richard and Christie Frenchie, \$300 from Dr. Barry and Bonnie Pearce; \$500 from Jim and Laura Myers; and \$3,000 from Michael and Karen Caputo; all donations for the 19th Annual Fund Drive.

53-2022 Dawn Tolchinsky moved to accept the donations listed above. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

- 2) Middlefield Banking Company (MBC) Investment accounts report – October 2022: Interest Business Checking, current Rate of Return (RoR) Annual Yield increased to .63 percent, account balance - \$343,283.68; and Business Super Saver, current RoR Annual Yield, had a similar increase to .64 percent, account balance - \$158,449.71.
- 3) STAR Ohio, current RoR 30-day yield is now at 3.02 percent, account balance - \$513,197.87.
- 4) Property, Liability and Vehicle insurance cost has increased 5.54 percent or \$450.

Director's Report:

Statistics: The statistics for October 2022 do not show much change from the previous month.

- Staffing: Yvonne Mulacek started in the position of Home Service Clerk on October 21.
- The Library closed early at 6 PM on Monday, November 14 due to lack of heat. Geauga Mechanical (GM) was on site for 4 hours with no solution. Tuesday morning staff arrived to a heated building; GM did not arrive until 10 AM. A more experienced technician said the issue was lack of pressure. The pressure had been set at 15 percent and was then increased to 25 percent. The tech felt that should fix the problem but on Thursday GM was back to replace the pressure valve, stating that the problem should not re-occur.
- The circulating Hot Spots are continually checked out by the same few people. The intention was to have Hot Spots available for a broader range of people for events and vacations, not as free home internet access. This has become very labor intensive and expensive service for so few people. Service will be discontinued at the end of the year.
- The guitar statue in the back garden was purchased as a memorial to honor Gerard Dohar BPL Maintenance Supervisor. Staff and the Board donated for this purchase. The artist who made the statue was very generous, creating a piece of art that has far greater value than what was paid. He is interested in meeting Lucy, Gerard's widow. Lucy was very moved by the offer and agreed to meet him, along with her children and grandchildren the Friday after Thanksgiving here at BPL; the Board is welcome to attend. The family is very touched by Burton Library's tribute to Gerard.
- Katie is now the Chair for the CLEVNET Director's Panel through year end. A new Director has been hired for CLEVNET; he was the former Chair. There is not a meeting in December but Katie will be in charge for the organizational meeting. CLEVNET turns 40 in December.
- Story time on Tuesday will be a special Bernstein Bears story time. Papa and Mama Bernstein Bear, played by Katie and Desk Clerk Halli Pliml, will be at the event,.

Unfinished Business: Kathy Beten mentioned how much she likes this year's Annual Fund Drive Brochure and how her family members that received it said how much they liked the statistics that were included. Katie will tell Becky Wiegman that her pamphlet was well received.

New Business:

Approve changes to the Salary Schedule: The only change is to follow the current law. The current schedule starts Pages at \$10 per hour. Ohio minimum wage in 2023 is \$10.10. A discussion resulted in the following.

54-2022 Forrest Burt moved to increase the starting pay for Pages to \$11 per hour effective January 1, 2023. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Approve Blanket Transfer resolution: In the past authority was given to the Fiscal Officer to transfer up to \$1,000 per transaction to complete all necessary year-end obligations.

55-2022 Dawn Tolchinsky moved to give authority to the Fiscal Officer to transfer up to \$1,000 per transaction between any needed line items within a fund as needed to pay invoices through year-end. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Approve OLC membership for staff: The cost for renewal of Ohio Library Council memberships for staff for 2023 is \$730; discussion followed.

56-2022 Judy Starr moved to pay for OLC membership for staff at the expense of \$730. The motion was seconded by Forrest Burt and the resolution was passed unanimously by the Board.

Executive Session: For the purpose of discussing personnel and salaries:

57-2022 Dawn Tolchinsky move to enter Executive Session at 7:21 PM for the purpose of discussing personnel and salaries. The motion was seconded by Forrest Burt and the resolution was passed unanimously by the Board.

The Board came out of Executive Session at 7:41 PM.

Approve Salary increases for Staff: The decision was made to increase staff by 5 percent with the following:

58-2022 Kristine Thompson moved to increase 2023 staff salaries by 5 percent across the board provided the employee has a favorable annual evaluation. The motion was seconded by Dawn Tolchinsky and the resolution was passed by the following voice vote:

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

Temporary Appropriation presented: The Fiscal Officer presented the following 2023 Temporary Appropriation (detailed document to follow):

<u>2023 Temporary Appropriations</u>	
General Fund	
Salaries & Benefits	\$ 712,682.89
Supplies	\$ 33,000.00
Purchased & Contracted Services	\$ 137,841.73
Library Materials & Information	\$ 161,000.00
Capital Outlay	\$ 9,000.00
Other Objects	\$ 3,200.00
Contingency	\$ 0.00
General Fund Total	<u>\$1,056,724.62</u>
June Macek Fund	\$ 14,000.00
Reading Garden Fund	\$ 2,000.00
Launch-A-Young Reader Fund	\$ 2,000.00
Capital Improvements Fund	<u>\$ 300,000.00</u>
Non-General Funds Total	<u>\$ 318,000.00</u>
Total Temporary Appropriations (all funds)	<u>\$1,374,724.62</u>

59-2022 Judy Starr moved to accept the 2023 Temporary Appropriations as presented. The motion was seconded by Dawn Tolchinsky and the Board passed the resolution with the following voice vote:

Judy Starr – Yes
Forrest Burt – Yes

Dawn Tolchinsky – Yes
Kristine Thompson – Yes

Kathy Beten – Yes

Other Board Business:

Annual Holiday Party: The Board would like to hold a Holiday Luncheon for staff. It was decided that Thursday, December 15 would be the best day. The luncheon will be held between noon and 2 PM.

Fund Drive Update: The Annual Fund Drive letter was mailed on November 10; 11 donors contributed \$4,405.

Public comments: None

60-2022 Kristine Thompson 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 7:48 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer