

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee April 21, 2022

Board Vice-President Sue Miller and Library Director Katie Ringenbach reviewed the March 2022 Management Reports produced by the UAN System. The Committee signed off on the reports.

## Board Meeting Minutes April 21, 2022

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

Board Vice-President Sue Miller called the Meeting to order at 7:02 PM.

### **Meeting Minutes:**

**21-2022** With no additions or corrections to the March 24, 2022 regular meeting minutes Kristine Thompson moved to accept the minutes. Dawn Tolchinsky seconded the motion and the resolution was passed unanimously by the Board

### **Financial Statement:**

	February 2022	March 2022
<b>Beginning Cash Balance</b>		
General Fund	\$ 549,658.67	\$ 626,895.68
June Macek Fund	\$ 39,302.72	\$ 39,279.41
Reading Garden	\$ 7,313.41	\$ 7,313.99
Launch a Young Reader	\$ 4,810.56	\$ 4,855.95
Pfouts Memorial Fund	\$ 3,767.04	\$ 3,767.34
Coronavirus Relief Fund	\$ 0.60	\$ -
Capital Improvements Fund	\$ 181,235.90	\$ 181,250.22
<b>Total Beginning Cash Balance</b>	<b>\$ 786,088.90</b>	<b>\$ 863,362.59</b>
<b>Receipts</b>		
General Fund	\$ 142,261.55	\$ 163,251.06
June Macek Fund	\$ 3.09	\$ 6.36
Reading Garden	\$ 0.58	\$ 1.20
Launch a Young Reader	\$ 45.39	\$ 0.81
Pfouts Memorial Fund	\$ 0.30	\$ 0.62
Coronavirus Relief Fund	\$ -	\$ -
Capital Improvements Fund	\$ 14.32	\$ 29.91
<b>Total Receipts</b>	<b>\$ 142,325.23</b>	<b>\$ 163,289.96</b>
<b>Expenses</b>		
General Fund	\$ 65,024.54	\$ 66,180.07
June Macek Fund	\$ 26.40	\$ 842.65
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 0.60	\$ -
Capital Improvements Fund	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 65,051.54</b>	<b>\$ 67,022.72</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 626,895.68	\$ 723,966.67
June Macek Fund	\$ 39,279.41	\$ 38,443.12
Reading Garden	\$ 7,313.99	\$ 7,315.19
Launch a Young Reader	\$ 4,855.95	\$ 4,856.76
Pfouts Memorial Fund	\$ 3,767.34	\$ 3,767.96
Coronavirus Relief Fund	\$ -	\$ -
Capital Improvements Fund	\$ 181,250.22	\$ 181,280.13
<b>Total Ending Cash Balance</b>	<b>\$ 863,362.59</b>	<b>\$ 959,629.83</b>

Middlefield Bank (MBC) March savings account earned \$6.03.  
MBC first quarter savings account interest received was \$19.07.  
MBC March checking account interest received was \$17.31.  
STAR Ohio March dividend received was \$119.76  
STAR Ohio current balance is \$508,129.62.

### **22-2022**

Judy Starr moved to accept the March 2021 Financial Statements. Kristine Thompson seconded the motion and the resolution was passed unanimously by the Board.

**Fiscal Officer's Remarks:**

- 1) Donations received since the March 2022 meeting: General Fund - \$527; 18th Annual Fund Drive - \$100; Joseph Durket Launch-A-Young Reader Fund - \$27. The donation that exceeds \$249 is \$250.00 from Dan Kaminsky for use of the James Room while waiting for the smoke clean-up in his office next door.

**23-2022**

Kathy Beten moved to accept the donation of \$250 from Dan Kaminsky. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

- 2) Middlefield Banking Company Investment accounts report: MBC – Interest Business Checking, current Rate of Return (RoR) Annual Yield .07 percent, account balance at March 31, 2022 - \$311,604.24. Business Super Saver, current RoR Annual Yield .05 percent, account balance \$141,340.89.
- 3) STAR Ohio, current RoR 30 day yield .36 percent, account balance \$508,129.62.
- 4) April disbursement of Public Library Fund (PLF) exceeded the July and December 2021 estimates by \$7,299.53 and \$7,129.14 respectively. Currently, PLF received exceeds the budgeted amount by \$24,324.60.
- 5) The Auditor was in house on Tuesday, April 19. He reported that he found no exceptions. Katie and Rebecca worked very vigorously to go from a zero star to four-star rating, the highest on the Auditor of State's Star Rating System that monitors transparency in governments.
- 6) The Fiscal Officer will be presenting the Tax Budget at the May meeting.
- 7) The Children's Summer Reading Program grand prize, a scooter, was purchased using 24,200 VISA credit card points.
- 8) The Fiscal Officer attended the CPIM conference on April 13 and 14. The conference was possibly the best to date. Both the presenters and the subject matter was very informative. A brief report included:
  - Ohio Ethics Law must be provided to each employee and Board member; all must acknowledge receipt of the document with a signature.
  - A resolution addressing deposits of cash/checks received at the Library should be made.
  - The Board should never have a text discussion of Library business with more than three Board members; this is considered a Board meeting.
  - Audio recordings use by the Fiscal Officer for creating meetings minutes are not a public record.
  - The review of public records management was very helpful.
  - Posting Board meetings to the Library website is acceptable notification for any type of meeting.

**24-2022**

Kathy Beten moved that when cash receipts reach \$100 or it has been two weeks since the last deposit, the money should be deposited that day. Forrest Burt seconded the motion and the resolution was passed with the following voice vote:

Kathy Beten – Yes

Forrest Burt – Yes

Sue Miller – Yes

Dawn Tolchinsky – Yes

Kristine Thompson – Yes

Judy Starr – Yes

**Director's Report:**

**Statistics:** Circulation continues to drop, with delivery service being a contributing factor. The company that lost the contract stopped picking up materials two weeks prior to the replacement company, Priority Dispatch, taking over on Monday, April 18. Priority has been here every day since taking over. Clevnet suspended the holds lists during the two-week break, which created a long 11 page holds list on Monday morning when they were resumed. The State Library sent a semi-truck to Cleveland Public Library to pick up 32 skids of books; the transit items were taken to Columbus. The boxes were sorted and delivered to all the Clevnet consortium libraries by the State Library IT staff. Today BPL received as many as 900 items, some of which have been in transit for months. It is expected that delivery will soon be on track. The door count is the highest since February 2020, but is still lower than pre-pandemic numbers. The computer use is expected to increase when computers in the children's room are reinstated.

- On April 13 a group of teenagers destroyed a computer in the YA area and scorched one of the custom tables when the pile of computer parts over heated. Katie spoke to Burton PD Officer Barna this week regarding the issue; he informed her that he needs to speak again with the three teenagers involved. Katie provided documentation on the cost of the table (\$800). The Officer stated this is the second offence by one of them, an 18 years old. Charges will be more serious for him than the juveniles involved. They also spoke about an incident that occurred in February. Kirtland Flower Barn called to say they had flowers to deliver to Christina Mihalic. Katie informed the caller that we did not want the flowers because Christina no longer works at BPL. The card was signed by nobody. Katie called the Victims Advocate, who investigated and discovered that Christopher McConnell's credit card was used to purchase the flowers. He is back in jail for violating his parole.

- The newsletter was scheduled to go out next week. There have been problems with this printing. The weight of the paper had to be reduced because the normal weight is not available. This week one of the owners of Newbury Printing was taken to the hospital. Her husband and co-owner cannot do print jobs without her. He offered to let the Library buy the paper that was ordered and take it to POV in Bainbridge to have the newsletter printed. He called back later the same day indicating he may know someone who can operate the computer and help him with our print job. It is hopeful that the newsletter will go out soon.
- Two interviews for the Children's Services Supervisor were conducted last week. Technical Services Supervisor Becky Wiegman assisted with the interview process. Both candidates could be hired but both were not totally qualified for the position as neither has a MLIS degree. One is currently working in a library and working on the MLIS; the other is a school teacher that has no library experience. BPL requirements include a MLIS or a teaching degree with library experience. A discussion concluded with the Board concurring that the candidate with library experience would be a better fit and that the second candidate would also be acceptable.

**25-2022** Forrest Burt moved to authorize the Director to offer employment to either of the two candidates for the Children's Services Supervisor position, despite not meeting the requirements set forth in the policy. Kristine Thompson seconded the motion and the resolution was passed by the following voice vote:

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

- Book Sale produced \$526; many materials were left when the sale concluded. Judy Starr volunteered to run another book sale on April 23 and 30 to reduce the number of books remaining. There may be more sales on Saturdays, during library hours. The newsletter will have a plea to get more to join the Friends of the Library to hold book sales.

**Unfinished Business:** Tuition Reimbursement Policy. Katie brought half a dozen sample tuition reimbursement policies from other libraries to the meeting. With so many variables, she wanted the Board's input before creating a policy to propose to the Board. Topics discussed included: number of years/months as a BPL employee to be eligible to request reimbursement; should requester be required to submit grades and what is the minimum grade for eligibility; type of course work that may be reimbursable; required continued employment post coursework; and annual cap of funds per requester. Katie will draft a policy based on Board guidance.

**New Business:** None

**Fund Drive Update:** The Fund Drive has received \$24,025 from 116 donors.

**Public comments:** No public present.

**26-2022** Kathy Beten moved to adjourn the meeting. Judy Starr seconded the motion and the resolution passed unanimously by the Board.

The meeting adjourned at 7:54 PM.

Respectfully submitted,  
Rebecca S. Herrick  
Library Fiscal Officer