

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee June 16, 2022

Board President Matt Connors and Library Director Katie Ringenbach reviewed the May 2022 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes June 16, 2022

Present: Board members: Matt Connors, Dawn Tolchinsky, Judy Starr, Kathy Beten, Sue Miller, Kristine Thompson, and Forrest Burt; Director Katie Ringenbach and Fiscal Officer Rebecca Herrick; no public attended.

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

Meeting Minutes:

31-2022 With no additions or corrections to the May 19, 2022 regular meeting minutes, Judy Starr moved to accept the minutes. Kristine Thompson seconded the motion and the resolution was passed by the Board with Sue Miller and Kathy Beten abstaining.

Financial Statement:

	April 2022	May 2022
Beginning Cash Balance		
General Fund	\$ 723,966.67	\$ 710,198.48
June Macek Fund	\$ 38,443.12	\$ 38,034.56
Reading Garden	\$ 7,315.19	\$ 7,316.64
Launch a Young Reader	\$ 4,856.76	\$ 4,884.76
Pfouts Memorial Fund	\$ 3,767.96	\$ 3,768.71
Capital Improvements Fund	\$ 181,280.13	\$ 181,316.23
Total Beginning Cash Balance	\$ 959,629.83	\$ 945,519.38
Receipts		
General Fund	\$ 45,859.17	\$ 73,552.12
June Macek Fund	\$ 7.57	\$ 14.16
Reading Garden	\$ 1.45	\$ 2.70
Launch a Young Reader	\$ 27.97	\$ 23.85
Pfouts Memorial Fund	\$ 0.75	\$ 1.41
Capital Improvements Fund	\$ 36.10	\$ 68.33
Total Receipts	\$ 45,933.01	\$ 73,662.57
Expenses		
General Fund	\$ 59,627.36	\$ 71,415.69
June Macek Fund	\$ 416.13	\$ 470.92
Reading Garden	\$ -	\$ 150.02
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 60,043.49	\$ 72,036.63
Ending Cash Balance		
General Fund	\$ 710,198.48	\$ 712,334.91
June Macek Fund	\$ 38,034.56	\$ 37,577.80
Reading Garden	\$ 7,316.64	\$ 7,169.32
Launch a Young Reader	\$ 4,884.73	\$ 4,908.61
Pfouts Memorial Fund	\$ 3,768.71	\$ 3,770.12
Capital Improvements Fund	\$ 181,316.23	\$ 181,384.56
Total Ending Cash Balance	\$ 945,519.35	\$ 947,145.32

Middlefield Bank (MBC) May savings account earned \$6.20.
MBC May checking account interest received was \$19.14.
STAR Ohio May dividend received was \$337.67.
STAR Ohio current balance is \$508,638.13.

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Dawn Tolchinsky moved to accept the May 2021 Financial Statements. Sue Miller seconded the motion and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the May 2022 meeting: General Fund - \$50, 18th Annual Fund Drive (AFD) - \$450, One donation exceeded \$249 - \$250.00 from Ward and Joan Lawrence for the AFD.

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Kathy Beten moved to accept the \$250 donation from the Ward and Joan Lawrence that exceeds \$249. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

- 2) Middlefield Banking Company Investment accounts report – May 2022: Interest Business Checking, current Rate of Return (RoR) Annual Yield remains unchanged at .07 percent, account balance - \$304,060.73. Business Super Saver, current RoR Annual Yield, steady at, .05 percent, account balance - \$141,340.89.
- 3) STAR Ohio, current RoR 30-day yield increased to .79 percent, account balance - \$508,638.13.
- 4) June disbursement of Public Library Fund (PLF) exceeded the July and December 2021 estimates by \$3,302.20 and \$2,806.39 respectively. Currently, PLF received exceeds the budgeted amount by \$50,524.79. The Board was asked if it wants to request recertification at this time, or later in the year. It was decided that no action be taken at this time.

Director's Report:

Statistics: Summer Reading Kick-Off was held June 8. Katie personally counted 247 people in attendance. The door count for the day was 533, the highest count since June 19, 2019. The door count has not exceeded 400 since February 12, 2020. The statistics for the Summer reading clubs shows an impressive start. The following chart compares the of start of 2022 to the 2021 total:

	As of June 16, 2022	Total 2021
Baby	40	5
Kids	146	128
Teen	13	17
Adult	35	43

Included on the statistics report is a slight increase in the circulation for May 2022 compared to 2021 and juvenile computer usage has increased because all eight juvenile computers are now available. Programs are being well attended.

- Katie told the Board that the State Library of Ohio has increased the fee for delivery of items in transit by thousands of dollars. The contract has been reassigned to Priority Dispatch, the company that lost the contract to STAT Delivery, the most recent company. In the past, Priority performed better than STAT Delivery and materials are expected to arrive more quickly. Gas price increases have also affected the cost. The State Library has made available the option to pay half of the fee this year and the other half in January, allowing for better budgeting.
- Staffing: Halli Pliml started as a Desk Clerk on Tuesday, May 31. The Library was fully staffed for about a day before Adult Services Assistant Josh Riley gave his notice, his last day being today. Four applications for the position were received with only one qualified. After the interview, it was decided that the search for that position would continue. Another page is needed for the extended hours, beyond replacing Hope Zagar when she leaves for college. Former Page Gennah Brown asked if she could return as a Page, since she has decided to commute from home to Kent. She will be starting on Tuesday, June 21.
- Security: Apology letters were received from the two juveniles who set the table on fire; the court mandated the letters. The adult person involved pled not guilty to disorderly conduct and criminal damaging or endangering. Pre-trial is set for July 6, 2022. Another security issue occurred May 19; the police were talking to some people in the parking lot but law enforcement did not come into the Library to talk to staff. The next day a woman called Katie to say her daughter was attacked by her friends near the Library. The mother was very upset and asked if we had security cameras behind the building. The woman also mentioned that the attackers filmed the event. Katie mentioned considering adding a camera in the back.
- Katie is on the search committee for hiring a new director of Clevnet.

Unfinished Business:

Tuition Reimbursement Policy: Katie presented a revised draft policy (copy to follow). Dawn suggested a change is needed to the following section:

"The employee must agree to continue employment at the Library for at least one year (365 days) after full completion of a course for which tuition reimbursement in any amount was received."

After Board discussion the following revision was agreed upon:

"The employee must agree to continue employment at the Library for at least one year (365 days) after receiving any reimbursement."

Also, in the paragraph regarding reimbursing the Library if the employee leaves employment before the one year required that states "This reimbursement will be taken from the balance..." The word "will" be replaced with "may".

34-2022 Dawn Tolchinsky moved to accept the Tuition Reimbursement Policy and Request for Tuition Reimbursement form with the corrections listed above. Kristine Thompson seconded the motion and the resolution was passed by the following voice vote:

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

New Business:

Updated health insurance information presented to the Board: Start County Schools emailed to confirm that the increase of 7.35 percent, with one premium holiday was approved by its board.

Building Committee update: A revised Five-Year Plan was presented to the Board (copy to follow). Besides the order of projects, an update was added for possibly updating the elevator instead of replacing it, at a lower cost, if possible. This option was presented during a virtual meeting on Friday, June 10 with Rick Ortmeyer of Bostwick Design Partnership and Rodger Riachi, an Owners Representative and contractor. The meeting was arranged by Mr. Ortmeyer because he wanted to assist the Library even though the project is too small for the firm. Mr. Riachi was very knowledgeable, as he primarily works with libraries. His services include writing the Request for Proposal (or Request for Quote) for the project as well as overseeing aspects of the project. He stated that he would send a proposal for his services; he requested a couple weeks to send the document. He also stated that we did not really need design services for the elevator project. He is currently working with Shaker Heights PL on an elevator replacement project; Katie will ask the Shaker Director if the library is pleased with his services.

Regarding the window replacement project, Rodger stated that a design firm would likely be needed. Involvement by a designer would be minimum. It was extremely helpful that Sean Thompson attended an earlier live meeting with Mark Bittenger of CBLH Design. Mr. Thompson confirmed that everything that Mr. Bittenger said made perfect sense. Mr. Bittenger helped Ritter Library with a window replacement project; Katie received the documents for its project. Pella Window Company came to the Library and measured all the windows and will be presenting documents to give a better idea of the cost of just the windows with preliminary specs. All the specs for the project need to be in place before the bids can be requested. The cost to use the services from CBLH are between 10-12 percent of the project.

The elevator project is a priority. Multiple vendors will be contacted regarding replacement vs. upgrading.

It was decided to change the Five-Year Plan, in the section about the window replacement, from "Cost to be determined" to "Cost to be in excess of \$50,000."

35-2022 Dawn Tolchinsky moved to accept the Five-Year Plan with the change stated above. Forrest Burt seconded the motion and the resolution was passed unanimously by the Board.

The Budget Commission meeting this year is on August, 16 at 10:30 AM. Some Board members should attend.

Fund Drive Update: The Fund Drive has received \$24,525 from 120 donors.

Public comments: No public present.

36-2022 Kathy Beten moved to adjourn the meeting. Judy Starr seconded the motion and the resolution passed unanimously by the Board.

The meeting adjourned at 7:51 PM.

Respectfully submitted,
Rebecca S. Herrick
Library Fiscal Officer

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