

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Special Board Meeting Minutes January 26, 2023

**Purpose:** Discuss Fiscal Officer position.

**Present:** Board President Dawn Tolchinsky; Board members Judy Starr, Matt Connors, Sue Miller, Forrest Burt and Kristine Thompson; Library Director Katie Ringenbach and Library Fiscal Officer Rebecca S. Herrick.

The Meeting was called to order at 6:30 PM by Dawn Tolchinsky.

Discuss the Fiscal Officer job description dated November 20, 2014. The document was presented to the Board with suggested updates (copy to follow). A discussion followed with additional recommendations.

**11-2023** Kristine Thompson moved to accept the Fiscal Officer Job Responsibilities with all recommendations. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

Katie presented the job posting to the Board (copy to follow). Hours and pay rate needed to be decided upon by the Board. She also presented statistical information regarding hours worked by similar sized libraries as well as rate of pay (copies to follow). The option of a flexible work schedule was discussed. The consensus was that it would be acceptable as long as the hours are scheduled. Full time versus part time was discussed. The Board concluded that the position should be offered at 32 hours per week. The benefits for a full-time employee include Health/Dental/Vision insurance; this was added to the job offer. Katie presented a spread sheet with similar size budgets that shows rates vary widely. The discussion concluded with a starting rate of \$20 per hour and the addition of Ohio Public Employees Retirement System to the list of benefits.

The interview process was discussed. The Board agreed that the preliminary interviews should be held by the Director and the current Fiscal Officer. The Board will be involved in the final interviews. At the regular Board meeting in February the number of applicants will be presented and further steps will be discussed at that time.

Postings will be made to the North East Ohio-Regional Library System and Ohio Library Council websites under job postings. The posting will be on the Burton Library website as well as the doors to the Library. Also it may be posted to the local Kent State University jobs board. Ads will be taken out in the *Geauga County Maple Leaf*, *Geauga Times Courier*, *Chagrin Valley Times*, and *The News Herald* Sunday edition.

**Public Comments:** None

**12-2023** Judy Starr moved to adjourn the meeting. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:23 PM.

Respectfully submitted,  
Rebecca S. Herrick