

# **BURTON PUBLIC LIBRARY BOARD OF TRUSTEES**

## **Board Meeting Minutes**

**April 18, 2024**

**Present:** Board Members Dawn Tolchinsky, Sue Miller, Judy Starr, Kathy Beten, Kristine Thompson, and Forrest Burt; Library Director - Kathryn Ringenbach, and Deputy Fiscal Officer - Caraline Nelson were in attendance.

The youth from the Youth Led Prevention Program and their parents, as well as our youth services director Eli Millette were present as the public.

The meeting was called to order at 7:00 PM by Dawn Tolchinsky.

Public comments were moved up so that the teens from the Youth Led Prevention Program could present.

### **Public Comments:**

Ann and Abby presented a proposal to do an outdoor movie night past normal library hours on June 28<sup>th</sup> and July 26<sup>th</sup> from 7:45 – 9 PM, under the supervision of the youth services director Eli Millette and other adult volunteers and they answered questions the board had about the programs.

Eli Millette followed up this presentation by stating that the Edible Book Festival would take place on April 20<sup>th</sup> and asked the Board volunteers if they would arrive at 11:15 AM for judging.

### **Meeting Minutes:**

**25-2024** Kathy Beten moved to accept the March 21, 2024 meeting minutes, Judy Starr seconded that motion, and the resolution was passed by the Board with Sue Miller and Forrest Burt abstaining.

### **Financial Statement:**

Discussion took place around the fiscal statement and how it would be presented now that we have a new fiscal officer, however, this will need to be discussed further with the new fiscal officer present during the next board meeting.

**26-2024** Sue Miller moved to accept the March 2024 Financial Statements. The motion was seconded by Forrest Burt and the resolution was passed. However, without further explanation for the financial statement from last month, Kristine Thompson voted no.

### **Fiscal Officer's Report:**

No donations were received since the last board meeting.

### **Directors Remarks:**

Director, Katie Ringenbach, reported on statistics stating that although physical circulation was down, our door count, eBook checkouts, and computer use were up. She also discussed that the day of the Eclipse, April 8<sup>th</sup>, was our highest door count so far in 2024.

Then she discussed the power outage that took place on Friday April 12<sup>th</sup>, and how we closed half an hr. early at 4:30 PM and that power did not return to the library until 8:30 PM. Additionally, the library experienced power outages on Saturday April 13<sup>th</sup> but stayed open through them, both the Bee Keeping Club and Lego club met on that day.

During these power outages some of the emergency lighting was not correctly working, and the library has since taken steps to fix them with Villers coming in to replace an exit sign and a piece was ordered to fix the timer for our front walkway lights. Additionally, Otis came out to replace the emergency light in our elevator and will also be sending out four people to do a walkthrough of what will need to be done to the elevator to modernize it so that we can get an estimate on Wednesday April 24<sup>th</sup>. However, the elevator project will need to go through the formal bidding process.

Steve Macek picked up the donation made to the Friends of the Burton Public library and discussed giving a non-monetary donation of over \$250 of an electrical edger for us to use along the front walkway as our current one is broken. Steve also discussed revitalizing the friends' group and we have scheduled two informational meetings, one on May 29<sup>th</sup> from 2-3 PM and another on May 30<sup>th</sup> from 6:30-7:30 PM.

Debbie Palmisano stopped by the library earlier in the week offering us a Treetown USA flag, however it appeared to be too large for our flagpole.

The newsletter has been sent to the printer, so the summer newsletter should be arriving soon.

Tentatively by October 28<sup>th</sup>, we will be getting a new online catalog as Clevnet has just contracted a new online catalog provider.

### **Unfinished Business:**

Windows update – The start-date for the windows project is April 30<sup>th</sup> and it will last approximately 18 workdays. Staff and patrons will need to park in the front as they will need to have the 28-foot trailer they stage the windows in parked in the back parking lot as well as a large dumpster. Katie Ringenbach has a pre-construction meeting with the architect, the project forum, and a Pella representative on April 23<sup>rd</sup> at 9 AM.

### **Fund Drive Update:**

We have no new donations. However, while Cara Nelson was doing the Newsletter she noticed that while a few of them had been entered and approved by the board, they weren't tagged in such a way that they were showing up on the totals, though they were properly received and acknowledged. The corrected fund drive amount is \$17,720 raised by 83 donors.

**27-2024** Kathy Beten moved to adjourn the meeting. The motion was seconded by Kristine Thompson and the board passed the resolution.

The meeting was adjourned at 7:38 PM.

Respectfully submitted,

Caraline Nelson  
Deputy Fiscal Officer,

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President

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Secretary

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Fiscal Officer