

## BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

### Audit Committee June 20, 2019

Board President John Emig and Library Director Katie Ringenbach reviewed the May 2019 Management Reports produced by the UAN System. The Committee signed off on the reports.

### Board Meeting Minutes June 20, 2019

**Present:** Board Members John Emig, Dawn Tolchinsky, Judy Starr, Kathy Beten, Kristine Thompson; Katie Ringenbach and Fiscal Officer Rebecca Herrick.

The Meeting was called to order at 7:00 PM by Board President John Emig.

#### **Meeting Minutes:**

**31-2019** With no additions or corrections to the May 16, 2019 regular meeting minutes Judy Starr moved to accept the minutes. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

#### **Financial Statement:**

	April '19	May '19
<b>Beginning Cash Balance</b>		
General Fund	\$ 266,340.31	\$ 240,160.78
June Macek Fund	\$ 20,991.35	\$ 20,647.43
Reading Garden	\$ 9,386.87	\$ 9,351.31
Launch a Young Reader	\$ 3,551.02	\$ 3,555.34
Pfouts Memorial Fund	\$ 3,620.91	\$ 3,625.31
Capital Improvements Fund	\$ 170,739.33	\$ 170,946.96
<b>Total Beginning Cash Balance</b>	<b>\$ 474,629.79</b>	<b>\$ 448,287.13</b>
<b>Receipts</b>		
General Fund	\$ 44,654.50	\$ 58,306.73
June Macek Fund	\$ 25.08	\$ 25.20
Reading Garden	\$ 11.36	\$ 11.68
Launch a Young Reader	\$ 4.32	\$ 34.60
Pfouts Memorial Fund	\$ 4.40	\$ 4.65
Capital Improvements Fund	\$ 207.63	\$ 219.29
<b>Total Receipts</b>	<b>\$ 44,907.29</b>	<b>\$ 58,602.15</b>
<b>Expenses</b>		
General Fund	\$ 70,834.03	\$ 71,476.45
June Macek Fund	\$ 369.00	\$ 1,005.19
Reading Garden	\$ 46.92	\$ 246.02
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 71,249.95</b>	<b>\$ 72,727.66</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 240,160.78	\$ 226,991.06
June Macek Fund	\$ 20,647.43	\$ 19,667.44
Reading Garden	\$ 9,351.31	\$ 9,116.97
Launch a Young Reader	\$ 3,555.34	\$ 3,589.94
Pfouts Memorial Fund	\$ 3,625.31	\$ 3,629.96
Capital Improvements Fund	\$ 170,946.96	\$ 171,166.25
<b>Total Ending Cash Balance</b>	<b>\$ 448,287.13</b>	<b>\$ 434,161.62</b>
May interest earned from Middlefield Banking Company was \$36.10.		
May interest received from STAR Ohio was \$556.24.		

#### **32-2019**

Dawn Tolchinsky moved to accept the May 2019 Financial Statement. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

**Fiscal Officer's Remarks:**

- 1) Donations received since the June meeting: General Fund - \$100; 16th Annual Fund Drive - \$1,000; June Macek Fund - \$9,000. The donations that exceeded \$249 are: \$1,000 from Steve Macek for the 16<sup>th</sup> AFD and \$9,000 for the June Macek Fund, also from Steve Macek.

**33-2019** Kathy Beten moved to accept the donations as listed above. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

**Director's Report:**

**Statistics:** Katie expressed that she was pleasantly surprised to see that May circulation showed an increase since automatic renewals started April 1, 2018; without the added circulation bump of auto renewals, an increase was not anticipated.

- Staff Promotions: Page Kateri Sokol has been promoted to a Desk Clerk effective June 17. To fill the empty Page position, Diane Brozé was hired to begin, effective June 24.
- Radio Active Electronics of Middlefield completed the re-wiring of the internet cables on June 18. The process took a few weeks.
- Programing: Summer reading and Ohio Chautauqua have had staff very busy and have been well-attended with positive feedback.
- Katie presented a diagram of the changes that will be taking place in the circulation area on the first floor (copy to follow). The changes were initiated as the Circulation Supervisor wanted to utilize the Circulation Office for check-in of all items. This entailed moving the return bins into the Circulation Office and having book drop shoots in the wall behind where New Books currently are displayed. New Fiction are where Browser books were, Browser books are now under the window between the Circulation Area and the Adult Reference Room. The Adult Reference desk would be moved to across from the front door for more centralized service. The Circulation Desk will be shortened and moved toward the drinking fountain to create a gap for easier access to the Reference Desk.
- The Strategic Plan Survey began Monday, June 10 and will run for eight weeks. Board members are encouraged to take the survey.

**Unfinished Business:** None

**New Business:**

**Personnel Policy Review:** Katie presented the Board with a copy of the Personnel Policy; changes highlighted (copy to follow). The Board discussed the changes resulting in the following:

**34-2019** Dawn Tolchinsky moved to accept the changes to the Personnel Policy as presented. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

**Update health insurance information:** The rate increase effective July 1 is 3.25 percent. The consortium has granted two premium holidays for the fiscal year. In July 2018 the increase was 6.85 percent with three premium holidays.

**Fund Drive Update:** Previously mentioned in the Fiscal Officer's Remarks.

**Public comments:** None.

**35-2019** Kathy Beten moved to adjourn the meeting. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:10 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer