

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee March 14, 2019

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

Board Meeting Minutes March 14, 2019

Note: The Regular Board Meeting scheduled for February was cancelled due to lack of quorum.

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

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

Meeting Minutes:

16-2019 With no additions or corrections to the January 17, 2019 regular meeting minutes Dawn Tolchinsky moved to accept the minutes. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

Financial Statement:

	December '18	January '19	February '19
Beginning Cash Balance			
General Fund	\$ 271,768.19	\$ 229,470.31	\$ 236,954.28
June Macek Fund	\$ 20,957.47	\$ 20,995.17	\$ 21,029.04
Reading Garden	\$ 9,877.72	\$ 9,849.88	\$ 9,410.34
Launch a Young Reader	\$ 3,453.44	\$ 3,459.70	\$ 3,465.28
Pfouts Memorial Fund	\$ 4,097.29	\$ 4,104.64	\$ 4,111.26
Capital Improvements Fund	\$ 72,392.48	\$ 72,522.75	\$ 72,639.74
Total Beginning Cash Balance	\$ 382,546.59	\$ 340,402.45	\$ 347,609.94
Receipts			
General Fund	\$ 54,880.96	\$ 61,436.04	\$ 146,667.33
June Macek Fund	\$ 37.70	\$ 33.87	\$ 25.16
Reading Garden	\$ 17.69	\$ 115.16	\$ 11.28
Launch a Young Reader	\$ 6.26	\$ 5.58	\$ 4.16
Pfouts Memorial Fund	\$ 7.35	\$ 6.62	\$ 4.93
Capital Improvements Fund	\$ 130.27	\$ 116.99	\$ 204.26
Total Receipts	\$ 55,080.23	\$ 61,714.26	\$ 146,917.12
Expenses			
General Fund	\$ 97,178.84	\$ 53,952.07	\$ 68,774.30
June Macek Fund	\$ -	\$ -	\$ 45.00
Reading Garden	\$ 45.53	\$ 554.70	\$ -
Launch a Young Reader	\$ -	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -	\$ 2,325.00
Total Expenses	\$ 97,224.37	\$ 54,506.77	\$ 71,144.30
Ending Cash Balance			
General Fund	\$ 229,470.31	\$ 236,954.28	\$ 314,847.31
June Macek Fund	\$ 20,995.17	\$ 21,029.04	\$ 21,009.20
Reading Garden	\$ 9,849.88	\$ 9,410.34	\$ 9,421.62
Launch a Young Reader	\$ 3,459.70	\$ 3,465.28	\$ 3,469.44
Pfouts Memorial Fund	\$ 4,104.64	\$ 4,111.26	\$ 4,116.19
Capital Improvements Fund	\$ 72,522.75	\$ 72,639.74	\$ 70,519.00
Total Ending Cash Balance	\$ 340,402.45	\$ 347,609.94	\$ 423,382.76

January interest earned from Middlefield Banking Company was \$1.89, February \$16.44.
January interest received from STAR Ohio was \$559.95, February \$507.15.

17-2019

Kathy Beten moved to accept the January and February 2019 Financial Statements. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the January meeting: General Fund - \$200, 15th Annual Fund Drive - \$320, Launch-A-Young Reader Fund - \$27.
- 2) The Fiscal Officer asked the Board if the December meeting date should be reconsidered. The third Thursday is December 19; in the past the Board considered this meeting date too close to the holiday and changed the date. After discussion, the Board decided to change the December 2019 meeting from December 19 to December 12 by the following vote:

18-2019

Dawn Tolchinsky moved to change the December 2019 meeting from December 19 to December 12 at 7 PM. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

- 3) House Bill 291: Re: Fiscal Officers bond. Our insurance agent emailed information regarding this and it appears that the bond should continue to be handled in the same manner as it has been for years. (Copy of the email was given to the Board, copy to follow.) After the Board reviews the email, it can choose to change how it is handled any time before renewal next January.

Director's Report:

Statistics: January and February statistics both show increases. Programing numbers are showing an increase, in part due to expanding the children's outreach visits to AGAPE school.

- The new Russell Township Citizen's Park (RTCP) was recently established without funding. After the levy failed, a funding source needed to be established. The Board of the RTCP discovered that three area parks are funded with .44 percent of the Public Library Fund allotted to Geauga County. After this discovery, it requested a share by contacting both libraries involved. Katie, Geauga County Director Ed Worso and Geauga County Auditor Charles E. Walder met on February 28 to discuss possibly making changes to the Funding Agreement. The current Funding Agreement states that the percentage goes to specific parks. State law (ORC: 5705.32) states that the parks that show need may receive funding if established in 1984 or prior. Katie has no strong feelings as to which parks receive the money but the Funding Agreement would need to be modified, Board consensus was the number of parks that receive the money is irrelevant as long as there is not an increase in the amount deducted from the PLF.
- A year and a half ago Katie applied to the State Library of Ohio for assistance with executing a Strategic Plan for the Library. BPL's current Strategic Plan is over four years old. The process is scheduled to begin on April 17.
- The main stairwell was painted on February 18 and 19.
- Changes are being considered to the Circulation Area. The return bins will be moved to the right and the items will collect in the Circulation Office. In the Circulation Office the current north side counter top and drawers will be removed and old shelving will be reused in the area for collection of items for Clevnet libraries. A computer will be added to the Circulation Office for check-ins. The Adult Reference desk may be moved to the east end of the circulation desk to better assist patrons. Library Design was here to review our needs at the circulation desk.
- Current computer wiring throughout the building is old and outdated. Clevnet IT staff indicated that BPL has one of the worst systems with Cat 4 and Cat 5 lines. Cat 6 lines are the current standard. Radio Active Electronics of Middlefield quoted a re-wire of the building could be as high as \$9,000. The discussion resulted affirmatively that the work should be scheduled.
- The Director and Fiscal Officer met with IAP Government Services Group, a statewide contract manager recommended by Ohio Library Council. IAP fully manages facility maintenance, repairs and construction for government entities for an 8.5 percent fee. If IAP is contracted to manage the second floor bathroom upgrades and find services are a value for the fee, the Library could retain them for the improvements to the basement level. The Board presented a positive reaction to contracting with IAP.
- The Library building underwent a fire inspector on March 11. There are required changes but the inspector did not state when the improvements needed to be completed
- Katie shared the new juvenile library cards with the Board.
- Fine free status started on February 8. Just under 25 percent of all Clevnet libraries have adopted or are adopting this policy. Cleveland Public Library will be changing to fine free status in July of this year.
- Katie was approached by the Ohio Chautauqua committee to sponsor the event. In 2017 this cost the library \$500, but for 2019 the cost is \$1000. All \$1,000 sponsors are listed in the publications. Two educational lectures are planned to be held at BPL. Bobby Kennedy is the topic of one of these lectures with an additional lecture by Kent State University Professor Molly Sergi, PhD. who will speak about how Bobby Kennedy fought the Mafia in Youngstown. The other presentation is on Benjamin O. Davis, American US Air Force General and commander of the Tuskegee Airmen. After the lecture, a Tuskegee

Airman will lead a discussion. The Board was agreeable to the increase in cost with half expended through the Pfouts Fund and the other half funded through the General Fund Marketing account.

- April 9, 2019 is Legislative Day in Columbus. Katie will be attending. Katie asked if any Board members were interested in attending.
- New Staff: Caedmon Morgret started working as a Page on February 5.
- The Edible Book Festival will be held Saturday, April 6. Katie asked for volunteers to be judges for the event. Judy Starr, Kathy Beten and Dawn Tolchinsky said that they could judge the event.

Unfinished Business: None

New Business:

By-Law update: No updates were presented.

Fund Drive Update: The Fund Drive has received \$19,240.

Public comments: No public present.

19-2019 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 7:38 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer