

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee July 15, 2021

Board President Matt Connors and Library Director Katie Ringenbach reviewed the June 2021 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes July 15, 2021

Present: Board Members: Matt Connors, Dawn Tolchinsky, Judy Starr, Kathy Beten, and Forrest Burt; Katie Ringenbach and Fiscal Officer Rebecca Herrick. Near the end of the meeting Zack Vandevander joined.

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

Meeting Minutes:

39-2021 With no additions or corrections to the June 17, 2021 regular meeting minutes Dawn Tolchinsky moved to accept the minutes. Kathy Beten seconded the motion and the resolution was passed unanimously by the Board with Matt Connors abstaining.

Financial Statement:

Beginning Cash Balance	May 2021	June 2021
General Fund	\$ 454,110.72	\$ 445,630.66
June Macek Fund	\$ 32,251.13	\$ 32,098.65
Reading Garden	\$ 6,705.12	\$ 6,668.81
Launch a Young Reader	\$ 3,277.87	\$ 3,300.03
Pfouts Memorial Fund	\$ 3,765.00	\$ 3,765.18
Coronavirus Relief Fund	\$ 2,496.43	\$ 2,496.48
Capital Improvements Fund	\$ 196,373.04	\$ 196,382.40
Total Beginning Cash Balance	\$ 698,979.31	\$ 690,342.21
Receipts		
General Fund	\$ 51,768.34	\$ 74,095.58
June Macek Fund	\$ 1.52	\$ 2.55
Reading Garden	\$ 0.31	\$ 0.52
Launch a Young Reader	\$ 22.16	\$ 18.26
Pfouts Memorial Fund	\$ 0.18	\$ 0.30
Coronavirus Relief Fund	\$ 0.05	\$ 0.05
Capital Improvements Fund	\$ 9.36	\$ 15.66
Total Receipts	\$ 51,801.92	\$ 74,132.92
Expenses		
General Fund	\$ 60,248.40	\$ 70,105.53
June Macek Fund	\$ 154.00	\$ 248.60
Reading Garden	\$ 36.62	\$ 238.25
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 60,439.02	\$ 70,592.38
Ending Cash Balance		
General Fund	\$ 445,630.66	\$ 449,620.71
June Macek Fund	\$ 32,098.65	\$ 31,852.60
Reading Garden	\$ 6,668.81	\$ 6,431.08
Launch a Young Reader	\$ 3,300.03	\$ 3,318.29
Pfouts Memorial Fund	\$ 3,765.18	\$ 3,765.48
Coronavirus Relief Fund	\$ 2,496.48	\$ 2,496.53
Capital Improvements Fund	\$ 196,382.40	\$ 196,398.06
Total Ending Cash Balance	\$ 690,342.21	\$ 693,882.75
Middlefield Banking Co. June savings account interest earned was \$7.29.		
MBC second quarter savings account interest received was \$20.10		
MBC June checking account interest received was \$14.80.		
June dividend received from STAR Ohio was \$20.27.		
The current balance in the STAR Ohio account is \$307,805.63.		

40-2021 Forrest Burt moved to accept the June 2021 Financial Statements. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the June meeting: General Fund - \$100; Joseph Durket Launch-a-Young Reader Fund - \$22; 17th Annual Fund Drive - \$150.
- 2) On Wednesday, July 21 the "Banking Request for Proposal" will be hand-delivered by the Library Fiscal Officer to the following banks: Geauga Credit Union, Huntington Bank, Middlefield Banking Company and U.S. Bank. As of today, the Library's deposits at Middlefield Banking Company are \$499,500; an individual \$307,800 is invested at STAR Ohio, all together totaling \$807,300.
- 3) Yesterday the Fiscal Officer spoke to Jill from Burton Sheet Metal (BSM). She informed the Fiscal Officer that Kevin, their employee that quotes jobs, wanted her to convey that he is waiting to hear back from a supplier regarding some aspect of the quote. She also stated that BSM is extremely busy at this time with residential jobs and doubt availability to install any time soon. BSM works mostly with residential and light commercial, suggesting the Library project is beyond its normal scope of work. When asked if the Board if it would like another quote, an affirmative reply was given and Nolan Maintenance in Chesterland was suggested.
- 4) The Geauga County Auditor has for the past few years reviewed tax budgets prior to the August meeting. As in the past, this year's tax budget has received a "All looks good!" comment.

Director's Report:

Statistics: The Library experienced the highest door count since February of 2020; 5,121 people.

- Staffing:
 - Hope Zagar was hired as a Page; her first day was June 21.
 - Amy Minor was hired as a Circulation Desk Clerk; her first day was July 9.
 - Carol Gardner presented her resignation letter this week; her last day will be Saturday, August 7.
 - No applications have been received for the Youth Monitor position; therefore, the position will not be filled at this time. After one interview for the Maintenance Assistant position, the library is still wanting to fill this position. The Adult Reference Assistant position was offered three times and rejected by all, due to the low rate of pay.
- The statewide salary survey was received from the North-East Ohio Regional Library System. The survey provides good information from 154 respondents. Once the information can be organized a meeting of the Salary Committee and Katie will be held.
- This year the bidding process was completed for the statewide Library delivery system. The lowest qualified bidder, STAT Delivery, took over the contract on July 1. The Library has yet to receive a delivery in July. Currently 1,566 items are in-transit to BPL; this amount would be higher, but many Libraries have stopped pulling holds; BPL discontinued pulling holds on July 12. To the best of Katie's knowledge, no Clevnet libraries have received deliveries. STAT only has a hub in Columbus, not regionally like the former delivery company.
- Katie has been consulting with James Wilkins, a human resources attorney; his fee is \$275 per hour.

41-2021 Forrest Burt moved to authorize the Director to consult with attorney James Wilkins at the rate of \$275 per hour as necessary. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

Unfinished Business:

Personnel Policy: Prior to the Board meeting the Trustees received the Personnel Policy that had been edited for grammar and clarity. A discussion concluded with no changes to the document presented.

42-2021 Kathy Beten moved to accept the Personnel Policy as presented. The motion was seconded by Forrest Burt and the resolution was passed by the following voice vote:

Kathy Beten – Yes	Forrest Burt – Yes	Dawn Tolchinsky – Yes
Judy Starr – Yes	Matt Connors – Yes	

New Business:

Board reviews Salary and Personnel Committees: Cards listing the Salary and Personnel Committees were distributed to the Board.

Set holiday closing schedule for 2022: The following closed holiday schedule was presented to the Board:

2022 Library Holiday Closings

New Year's Day	Saturday, January 1 (closed-not paid holiday-recognized on 12/31/2021)
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day Weekend	Saturday-Monday, Sept 3-5 (Only Monday is a paid holiday, closed Saturday)
Staff In-Service Day	Monday, October 10
Thanksgiving Day	Thursday, November 24
Christmas Eve	Saturday, December 24 (closed-not paid holiday)
Christmas Day	Monday, December 26 (national holiday)
New Year's Eve	Saturday, December 31 (closed-not paid holiday)

A discussion of the closed days resulted in the following:

43-2021 Kathy Beten moved to approve the Library's 2020 holiday closing schedule as presented to the Board. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Executive Session: Employment and discipline

44-2021 Forrest Burt moved that the Board enter Executive Session at 7:27 PM for the purpose of discussing the compensation of and/or investigate of possible complaints against a public employee, Rebecca Herrick was invited to attend. The motion was seconded by Kathy Beten and the resolution was passed by the following voice vote:

Forrest Burt – Yes	Kathy Beten - Yes	Judy Starr – Yes
Dawn Tolchinsky – Yes	Matt Connors – Yes	

Executive Session ended at 8:08 PM.

Fund Drive Update: The 117 donors to the 17th Annual Fund Drive have contributed \$19,329.02.

Public comments: None

45-2021 Kathy Beten moved to adjourn the meeting. Forrest Burt seconded the motion and the resolution passed unanimously by the Board.

The meeting adjourned at 8:10 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer