

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee December 15, 2022

Board President Matt Connors and Library Director Katie Ringenbach reviewed the November 2022 Management Reports produced by the UAN System.

Board Meeting Minutes December 15, 2022

Present: Board Members: Matt Connors, Kathy Beten, Judy Starr, Forrest Burt and Sue Miller; Katie Ringenbach and Fiscal Officer Rebecca Herrick.
Public Present: Kristine Thompson via phone.

The Meeting was called to order at 7:00 PM by Board President Matt Connors.

Meeting Minutes:

61-2022 With no corrections to the November 17, 2022 regular meeting minutes, Forrest Burt moved to accept the minutes as presented. The motion was seconded by Judy Starr and the resolution was passed by the Board with Matt Connors and Sue Miller abstaining.

Financial Statement:

	October 2022	November 2022
Beginning Cash Balance		
General Fund	\$ 801,996.64	\$ 794,891.95
June Macek Fund	\$ 37,511.45	\$ 36,239.92
Reading Garden	\$ 8,242.49	\$ 8,254.75
Launch a Young Reader	\$ 4,093.28	\$ 3,687.86
Pfouts Memorial Fund	\$ 3,783.67	\$ 3,789.30
Capital Improvements Fund	\$ 167,135.18	\$ 167,383.63
Total Beginning Cash Balance	\$ 1,022,762.71	\$ 1,014,247.41
Receipts		
General Fund	\$ 59,895.36	\$ 59,640.54
June Macek Fund	\$ 66.87	\$ 63.75
Reading Garden	\$ 12.26	\$ 139.75
Launch a Young Reader	\$ 27.48	\$ 6.50
Pfouts Memorial Fund	\$ 5.63	\$ 6.67
Capital Improvements Fund	\$ 248.45	\$ 735.28
Total Receipts	\$ 60,256.05	\$ 60,592.49
Expenses		
General Fund	\$ 67,000.05	\$ 75,993.86
June Macek Fund	\$ 1,338.40	\$ 50.30
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ 432.90	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 68,771.35	\$ 76,044.16
Transfers		
Out of General Fund		\$ (250,000.00)
Into Capital Improvements Fund		\$ 250,000.00
Ending Cash Balance		
General Fund	\$ 794,891.95	\$ 528,538.63
June Macek Fund	\$ 36,239.92	\$ 36,253.37
Reading Garden	\$ 8,254.75	\$ 8,394.50
Launch a Young Reader	\$ 3,687.86	\$ 3,694.36
Pfouts Memorial Fund	\$ 3,789.30	\$ 3,795.97
Capital Improvements Fund	\$ 167,383.63	\$ 418,118.91
Total Ending Cash Balance	\$ 1,014,247.41	\$ 998,795.74
Middlefield Banking Company November savings account interest earned was \$91.19.		
MBC November checking account interest received was \$197.64.		
November dividend received from STAR Ohio was \$1,558.78.		
The current balance in the STAR Ohio account is \$514,756.65.		

62-2022 Sue Miller moved to accept the November 2022 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 November 2022 meeting: General Fund - \$515; 19th Annual Fund Drive - \$11,555. Donations that exceeded \$249 are: \$250 from Junction Auto, Don and Marilyn Hornak, Andy and Linda Baker and Frank Merritt; \$300 from Curt and Kathy Johnson; \$400 from Michael and Patricia Sutter; \$500 from Kathy Schaefer; \$2,000 from Preston Superstores; and \$2,500 from the William and Margaret Clark Charitable Foundation; all 19th Annual Fund Drive.

63-2022 Kathy Beten moved to accept the donations listed above. The motion was seconded by Forrest Burt and the resolution was passed unanimously by the Board.

- 2) Middlefield Banking Company (MBC) Investment accounts report – November 2022: Interest Business Checking, current Rate of Return (RoR) Annual Yield increased to .70 percent, account balance - \$326,851.97. Business Super Saver, current RoR Annual Yield, is also at .70 percent, account balance - \$158,449.71.
- 3) STAR Ohio, current RoR 30-day yield is now at 3.70 percent.
- 4) The Board was asked to clarify when to implement the increase to staff salaries, the first pay of the year or the second. After a brief discussion the following resolution was made.

64-2022 Forrest Burt moved that the salary increase for staff should start with the first pay of the year. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

- 5) Public Library Fund (PLF) disbursements for 2022 exceeded the July and December 2021 estimates by \$57,807.53 and \$54,573.10 respectively.

Director's Report:

Statistics: The statistics for November 2022 were down slightly; this is normal fluctuation. The door count decreased so much that it was thought that the people counter was not working. More likely, the increased distance between the school and the Library has ended the flow of students after school. Statistics for programming are good and computer usage has increased from November 2021.

- The boiler was not producing heat again on the Monday following the last Board meeting; Geauga Mechanical arrived quickly to get the unit running. The following day the insurance company inspector arrived to inspect the boiler and found two code violations on November 29th. Katie promptly sent a copy of the report to Geauga Mechanical and requested a copy of the permit. Mike Ozinga responded quickly and agreed to address the issue. Katie will follow up with him.
- Staffing: Former Page Hope Zagar returned to work during her winter college break.
- Katie asked the Board about the reinstatement of pre-pandemic hours. After discussing the issue, the Board decided to not reinstate the additional hour Friday afternoon or the two afternoon hours on Saturday. Katie will have the correct hours posted on the door.
- The Fiscal Officer for Burton Village requested permission to use the Large Meeting Room for a baby show on a Sunday. The Board discussed this and decided that the event could happen if the room was left as it was found and without BPL staff involvement.

Unfinished Business:

Building Project Update: Katie and Rebecca met virtually with the law firm Bricker and Eckler. Documents that resulted from the meeting were mailed to the Board in the meeting packet. The consensus was that the documents seem standard. A discussion regarding establishing a requalification file with current design professional qualification resulted in the following resolution:

Forrest Burt introduced the following resolution and moved its passage:

65-2022 ESTABLISHING A PREQUALIFICATION FILE WITH CURRENT DESIGN PROFESSIONAL QUALIFICATIONS

The Director recommends establishing a file with current qualifications of prequalified design professionals, in accordance with Ohio law.

Rationale:

1. The Board, from time to time, requires the services of a design professional to prepare drawings and specifications and perform other professional design services as defined by ORC 153.65(C). Upcoming building improvement needs have been identified including replacement of windows and modernization of the elevator and the anticipated compensation for the design professional services will be less than \$50,000 for these projects.
2. Any time the services of a design professional (architect, engineer, landscape architect, or surveyor, etc.) are needed, the Ohio Revised Code requires a qualifications-based selection process, unless the cost of such services will be \$25,000 or less, or the Library has established a file per ORC Sections 153.68 and 153.71, with current qualifications (less than 1 year old) and the estimated compensation for the design professional services will be less than \$50,000.
3. The Director recommends that the Board solicit current qualifications and establish a file with prequalified design professionals, as encouraged by ORC Section 153.68. ORC Section 153.71 permits the selection of the most-qualified design professional based upon current qualifications in such a file, where the estimated compensation will be less than \$50,000.

The Burton Public Library Board of Trustees resolves as follows:

1. The Board authorizes the Director to solicit current qualifications and establish a file with prequalified design professionals, as encouraged by ORC Section 153.68.
2. Pursuant to ORC Section 153.71, the Board further authorizes the Director to select the most qualified design professional(s) for the window replacement and elevator modernization project(s) based upon current qualifications, solicit pricing from such firm(s) and to bring a recommendation to the Board for the most qualified firm(s) to provide such services.

Sue Miller seconded the motion and, after discussion, the resolution was passed unanimously by the Board.

New Business:

FSA: Healthcare Reimbursement Account: Stark County Schools Council of Governments is requiring that all entities participating in the health insurance program offer Healthcare and Dependent Care Flexible Spending Accounts to all staff members. A discussion resulted in the following resolution.

66-2022 Resolution to amend Burton Public Library Healthcare Benefits

WHEREAS, The Burton Public Library health insurance provider Stark County Schools Council Governments is requiring participating entities to offer two Flexible Spending Accounts, one for Healthcare, the other for Dependent Care, commencing in January 2023.

WHEREAS, The benefit is available to all employees regardless of employment status; both plans are in accordance with Internal Revenue Code Section 125 (Cafeteria Plan) permitting all employees to make pre-tax contributions for qualified out-of-pocket expenses.

WHEREAS, This benefit is at no cost to the Library.

RESOLVED, Kathy Beten moved that the Board of Trustees of the Burton Public Library hereby adopts and approves the addition of the pre-tax benefits of Healthcare Flexible Spending Accounts and Dependent Care Flexible Spending Accounts for all staff, commencing January 1, 2023. The motion was seconded by Judy Starr and the resolution was passed by the following voice vote:

Kathy Beten – Yes Judy Starr – Yes Matt Connors – Yes
Sue Miller – Yes Forrest Burt – Yes

Officially Request Real Estate Tax Advances: As required by the Geauga County Auditor's office the following resolution was made:

67-2022 REQUEST FOR ADVANCE OF TAXES COLLECTED
Ohio Revised Code Section 321.34

The Board of Trustees of the Burton Public Library, Geauga County, Ohio, met in regular session on the 15th day of December 2022 at the Burton Public Library with the following members present: Matt Connors, Susan E. Miller, Kathleen Beten, Judith Starr, and Forrest Burt.

Forrest Burt moved and Susan E. Miller seconded the following resolution:

To the Auditor of Geauga County, Ohio, December 16, 2022:

You are hereby requested to issue your warrant upon the County Treasurer of said County, in favor of the Fiscal Officer of the Burton Public Library in said County for the maximum allowable of the current collection of taxes assessed and collected for the closing dates of: February 8, 2023 and July 12, 2023, for and in behalf of the Burton Public Library which shall be held and treated as an advance payment of the current collection of taxes on the Berkshire School District (excluding Thompson and Montville Townships) for the following distribution dates of:

January 20, 2022 February 17, 2023 July 7, 2023 July 21, 2023

as provided by law. The resolution was passed by the following voice vote:

Forrest Burt – Yes Sue Miller – Yes Kathy Beten – Yes
Matt Connors – Yes Judy Starr - Yes

Fund Drive Update: As of December 12, 2022, 71 donors contributed \$15,960 to the Annual Fund Drive.

Public comments: None

68-2022 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 7:49 PM.

Respectfully submitted,
Rebecca S. Herrick
Library Fiscal Officer