

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes  
March 20, 2025

**Present:** Board Members Sue Miller, Judy Starr, Dawn Tolchinsky, Kristine Thompson, and Heather Tromba; Library Director Katie Ringenbach and Fiscal Officer Marie Schwindl; no public attended.

The meeting was called to order at 7:00PM by Sue Miller.

## **Meeting Minutes:**

**20-2025** Dawn Tolchinsky moved to accept the February 20, 2025 meeting minutes as presented. Kristine Thompson seconded the motion and the resolution was passed unanimously by the board. Heather Tromba abstained.

## **Financial Statement:**

Discussion took place regarding the financial statements for February 2025, Attachment A.

**21-2025** Dawn Tolchinsky moved to accept the February 2025 Financial Statements. Judy Starr seconded the motion and the resolution was passed unanimously by the board.

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

**Donations:** Four (4) donations to the Annual Fund totaling \$330.00 were received since the February 2025 Board Meeting. None of the donations exceeded \$249.

**2022-2023 Audit Update:** Meghan Jenkins, Senior Audit Manager, sent an email March 19 stating that the audit should be complete in two (2) weeks.

## **Directors Remarks:**

**Statistics:** February statistics were not good. Bad weather combined with the Youth Services' vacancy have attributed to this.

**Staffing Update:** The Youth Services Librarian vacancy is affecting the Library's operations. A Kent State Professor is going to announce the open position at the Children Services Librarian classes; the position was featured in OLC's weekly newsletter. As of today, no response has been received.

An individual who is finishing up her undergraduate degree at Kent State contacted Katie Ringenbach with interest in the position. This person is interested in a Librarian degree. Katie suggested that she submits a resume and possibly a position would be available as an assistant to Youth Services for the summer months.

**Van Accident:** Van was backed into a mailbox on February 26 during Home Services delivery. An insurance claim was made; damage is approximately \$2,000. The van is currently at Preston being fixed.

**Pfouts Memorial Fund (PMF):** Katie spoke with Linda Stone, one of the contributors to the PMF, and Linda encouraged the purchase of a microfiche reader using the remaining fund monies.

**Basement Tuck Work:** Katie contacted David Patton, a mason who did previous work for the Library, for an estimate. David reviewed the areas and stated that no work was required, that what was happening was the sandstone crumbling. David suggested repairing the mortar at the back door and the window by the police station, where water is seeping in. David said that he would volunteer to do the work for free; he stated that he no longer has insurance coverage. A consensus was reached to let David perform the work when the weather permits.

**Virtual Meetings Policy:** Katie and Marie Schwindl watched an OLC presentation on the new Virtual Meetings Policy. Discussion ensued regarding the sample policy.

**Scioto Services:** Scioto started cleaning services this month. There were a few blips the first week but overall things are going well.

**March Book Sales:** March book sales are going strong. To date \$603.30 has been received and lots of space has been made. There are two (2) more Sundays remaining.

**Unfinished Business:**

**\*Elevator Modernization Update:** Katie Ringenbach sent the Otis proposal to Linda Applebaum, Assistant Prosecuting Attorney for Geauga County, for review. Linda responded with some changes. Katie is hoping to have paperwork for Board approval in April.

**\*Board Vacancy:** Discussion ensued regarding the upcoming Board vacancy and the four (4) individuals who have expressed interest in the position. Katie will send out the letters of interest and resumes that were received for the four candidates for consideration, discussion and a recommendation to be made at the April Board meeting.

**New Business:**

**Book Club:** The Burton Public Library Book Club had its 40<sup>th</sup> anniversary in March. It is believed to be the longest running book club in Geauga County. A celebration was held during the March 13 Book Club meeting.

**Fund Drive Update:** To date the Fund Drive has received \$18,665 from 86 donors.

**Public Comments:** No public present.

**22-2025** Kristine Thompson moved to adjourn the meeting. The motion was seconded by Heather Tromba and the resolution was passed unanimously by the Board.

The meeting was adjourned at 7:54PM.

Respectfully submitted,  
Marie Schwindl  
Fiscal Officer

|       |                |
|-------|----------------|
| _____ | President      |
| _____ | Secretary      |
| _____ | Fiscal Officer |

## Attachment A

| <b>Burton Public Library</b>  |                      |                        |
|---|----------------------|------------------------|
| <b>Financial Statement to the Board of Trustees</b>   |                      |                        |
| <b>Beginning Cash Balance</b>   | <b>January 2025</b>  | <b>February 2025</b>   |
| General Fund  | \$ 725,181.27        | \$ 727,949.50          |
| June Macek Fund   | \$ 25,985.45         | \$ 25,985.45           |
| Reading Garden  | \$ 6,613.56          | \$ 5,809.68            |
| Launch a Young Reader   | \$ 3,696.89          | \$ 3,696.89            |
| Pfouts Memorial Fund  | \$ 3,832.80          | \$ 3,832.80            |
| Capital Improvements Fund   | \$ 206,499.66        | \$ 206,499.66          |
| <b>Total Beginning Cash Balance</b>   | <b>\$ 971,809.63</b> | <b>\$ 973,773.98</b>   |
| <b>Receipts</b>   |                      |                        |
| General Fund  | \$ 68,080.03         | \$ 177,000.12          |
| June Macek Fund   | \$ -                 | \$ -                   |
| Reading Garden  | \$ -                 | \$ -                   |
| Launch a Young Reader   | \$ -                 | \$ 26.00               |
| Pfouts Memorial Fund  | \$ -                 | \$ -                   |
| Capital Improvements Fund   | \$ -                 | \$ -                   |
| <b>Total Receipts</b>   | <b>\$ 68,080.03</b>  | <b>\$ 177,026.12</b>   |
| <b>Expenses</b>   |                      |                        |
| General Fund  | \$ 65,311.80         | \$ 74,513.78           |
| June Macek Fund   | \$ -                 | \$ 3,086.20            |
| Reading Garden  | \$ 803.88            | \$ 19.96               |
| Launch a Young Reader   | \$ -                 | \$ -                   |
| Pfouts Memorial Fund  | \$ -                 | \$ -                   |
| Capital Improvements Fund   | \$ -                 | \$ -                   |
| <b>Total Expenses</b>   | <b>\$ 66,115.68</b>  | <b>\$ 77,619.94</b>    |
| <b>Ending Cash Balance</b>  |                      |                        |
| General Fund  | \$ 727,949.50        | \$ 830,435.84          |
| June Macek Fund   | \$ 25,985.45         | \$ 22,899.25           |
| Reading Garden  | \$ 5,809.68          | \$ 5,789.72            |
| Launch a Young Reader   | \$ 3,696.89          | \$ 3,722.89            |
| Pfouts Memorial Fund  | \$ 3,832.80          | \$ 3,832.80            |
| Capital Improvements Fund   | \$ 206,499.66        | \$ 206,499.66          |
| <b>Total Ending Cash Balance</b>  | <b>\$ 973,773.98</b> | <b>\$ 1,073,180.16</b> |
| *Middlefield Banking Company February savings account interest earned \$160.96.<br>Rate of Return: 1.21 percent annual yield, month-end balance \$174,772.19. |                      |                        |
| *MBC February checking account interest received \$130.21.<br>Rate of Return: .70 percent annual yield, month-end balance \$325,089.40.                       |                      |                        |
| *STAR Ohio February dividend received \$1,984.80.<br>Rate of Return: 4.50 percent 30-Day Yield, month-end balance \$578,058.91.                               |                      |                        |

