

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee January 18, 2018

Board President Dawn Tolchinsky and Library Director Kathryn Ringenbach reviewed the December 2017 Management Reports produced by the UAN System. The Committee signed off on the reports.

## Board Meeting Minutes January 18, 2018

**Present:** Board Members Dawn Tolchinsky, Judy Starr, Kathy Beten, Kris Thompson and Matt Connors; Kathryn Ringenbach and Fiscal Officer Rebecca Herrick.

The Meeting was called to order at 7:00 PM by Board President Dawn Tolchinsky.

### **Board Reorganization:**

**Swearing-In of Board Member:** Dawn Tolchinsky took the oath of office in the presence of Notary Patricia Cross on January 17, 2018.

**Election of Officers for the Year 2016:** Kathy Beten proposed to keep the slate of Dawn Tolchinsky - President, John Emig - Vice President and Sue Miller - Secretary. There were no other nominations.

**1-2018** Kathy Beten moved to accept the slate of Officers of the Board of Trustees of the Burton Public Library as stated above for the year 2018. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

### **Appoint Fiscal Officer and Deputy Fiscal Officer:**

**2-2018** Kris Thompson moved to rehire Rebecca Herrick as Fiscal Officer with her annual compensation of \$35,200 and to reappoint Patricia Cross as Deputy Fiscal Officer for 2018. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

Rebecca Herrick will take the Oath of Office on Monday, January 22 when Notary Patricia Cross is available to administer the oath for the position of Fiscal Officer for 2018.

**Approve Bond for Fiscal Officer:** The cost of the required \$50,000 bond provided by Zurich North America Surety for the Fiscal Officer and Deputy Fiscal Officer will remain the same as 2017 at \$173.

**3-2018** Kathy Beten moved to approve the 2018 bond for the Fiscal Officer and Deputy Fiscal Officer at a cost of \$173. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

**4-2018** Kris Thompson moved to set the Regular Board meetings on the third Thursday of the month, excluding August, at 7:00 PM. Matt Connors seconded the motion and the resolution was passed unanimously by the Board.

**5-2018** Kathy Beten moved to designate *The Geauga County Maple Leaf* as the newspaper of record for the Burton Public Library. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

**Standing committees are as follows:**

2018 Personnel Committee: Kathy Beten, Sue Miller and John Emig (members alternate with the Salary Committee each year).

2018 Salary Committee: Judy Starr, Kris Thompson and Matt Connors (members alternate with the Personnel Committee each year).

2018 Building Committee: John Emig, Matt Connors, Scott Carlson, Lon Miller and Sean Thompson with Katie Ringenbach and Rebecca Herrick.

2018 Records Committee: Chair Sue Miller, all available Board members and Rebecca Herrick.

**6-2018** Kathy Beten moved to approve the Committees as listed above. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

### **Meeting Minutes:**

**7-2018** With no additions or corrections to the December 12, 2017 Special Board meeting minutes or the December 14, 2017 regular meeting minutes Matt Connors moved to accept the minutes. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

**Financial Statement:** The November Financial Statement shows a correction to an error found in January.

<b>November and December 2017</b>		
	<b>November</b>	<b>December</b>
<b>Beginning Cash Balance</b>		
General Fund	\$ 308,196.61	\$285,146.60
June Macek Fund	\$ 5,283.99	\$3,478.24
Reading Garden	\$ 10,890.67	\$10,755.67
Launch a Young Reader:Nov.corrected	\$ 3,766.53	\$3,866.53
Pfouts Memorial Fund	\$ 3,957.81	\$3,957.81
LSTA Grant Fund	\$ 0.55	\$0.55
Capital Improvements Fund	\$ -	\$0.00
<b>Total Beginning Cash Balance</b>	<b>\$ 332,096.16</b>	<b>\$307,205.40</b>
<b>Receipts</b>		
General Fund	\$ 44,129.86	\$50,210.85
June Macek Fund	\$ -	\$22,967.64
Reading Garden	\$ -	\$7.05
Launch a Young Reader	\$ 100.00	\$142.62
Pfouts Memorial Fund	\$ -	\$2.70
LSTA Grant Fund	\$ -	\$0.00
Capital Improvements Fund	\$ -	\$21.50
<b>Total Receipts</b>	<b>\$ 44,229.86</b>	<b>\$73,352.36</b>
<b>Expenses</b>		
General Fund	\$ 67,179.87	\$88,020.53
June Macek Fund	\$ 1,805.75	\$499.85
Reading Garden	\$ 135.00	\$1,380.72
Launch a Young Reader	\$ -	\$0.00
Pfouts Memorial Fund	\$ -	\$0.00
LSTA Grant Fund	\$ -	\$0.00
Capital Improvements Fund	\$ -	\$0.00
<b>Total Expenses</b>	<b>\$ 69,120.62</b>	<b>\$89,901.10</b>
<b>Transfers between funds</b>		
From LSTA Grant Fund to GF	\$ -	-\$0.55
To General Fund from LSTA	\$ -	\$0.55
From General Fund to C.I. Fund	\$ -	-\$100,000.00
To Cap. Imp. Fund from GF	\$ -	\$100,000.00
<b>Ending Cash Balance</b>		
General Fund	\$ 285,146.60	\$147,337.47
June Macek Fund	\$ 3,478.24	\$25,946.03
Reading Garden	\$ 10,755.67	\$9,382.00
Launch a Young Reader	\$ 3,866.53	\$4,009.15
Pfouts Memorial Fund	\$ 3,957.81	\$3,960.51
LSTA Grant Fund	\$ 0.55	\$0.00
Capital Improvements Fund	\$ -	\$100,021.50
<b>Total Ending Cash Balance</b>	<b>\$ 307,205.40</b>	<b>\$290,656.66</b>
The December 2017 interest earned at Middlefield Banking Company was \$61.70. Fourth quarter interest earned was \$210.94, the annual \$803.58.		

**8-2018** Kathy Beten moved to accept the December 2017 and corrected November 2017 Financial Statements. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

**Fiscal Officer's Remarks:**

- 1) Total donations received since the December meeting \$30,589: General Fund - \$0, 14th Annual Fund Drive - \$6,315, 15<sup>th</sup> Annual Fund Drive - \$1,000, June Macek Fund - \$23,000, Joseph Durket Launch-A-Young Reader Fund - \$124, Reading Garden Fund - \$150. Donations exceeding \$249 are: \$250 from Jay and Sue Giles, \$300 each from James and Joann Miller and Joyce Imhof, \$500 each from Ward Lawrence and Dr. Merritt Ellen Cole, \$2,000 from William and Margaret Clark Charitable Foundation and \$25,000 from Steve Macek. Mr. Macek's donation was for the 14<sup>th</sup> and 15<sup>th</sup> Annual Fund Drives and two years of donations to the June Macek Fund. A resolution is necessary to accept the donation.

**9-2018** Kathy Beten moved to accept the donations in excess of \$249 as listed above. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

- 2) The annual update to UAN has made electronic signatures available within the system. Any document that requires a signature can now be signed automatically. Having the receipts signed in this manner would be convenient. With the Boards approval, the Fiscal Officer would like to implement.

**10-2018** Matt Connors moved to approve implementation of automatic signatures for receipts in the UAN accounting system utilized by the Fiscal Officer. The motion was seconded by Kris Thompson and the resolution was passed unanimously by the Board.

**Director's Report:**

**Statistics:** Katie presented additional statistics showing the sizable increase in the number of programs and program attendance in 2017. Year to date circulation was down again this year but the decrease is the lowest it has been since 2009. The monthly statistics show December circulation is up compared to December of 2016. The small VHS collection will be eliminated.

- Clevnet has created a new smart phone app for access to the catalog. It functions much better than the old app.
- Dan Itschner has been hired as a circulation clerk/sub with a focus on teen behavior management in the afternoons. His presence has helped with teen attitudes.
- The Library closed early at 4:30 PM on Friday, January 12 due to icy weather conditions.
- Katie feels that the current strategic plan is stale. The State Library of Ohio offers free assistance with strategic plan development. Due to its popularity, the Library has been placed on a wait list that will delay our start until fall of 2018.
- Katie attended the quarterly Friends meeting. The annual Friends Meeting will be held in April before the Thursday Afternoon Book Club meeting. All the current Friends Board members would like to step down from their positions.
- Legislative Day is Wednesday, April 11, 2018. Geauga County Public Library Director Ed Worso has offered to take Katie to Columbus.

**Unfinished Business:**

**PRIME:** The Board has information needs regarding PRIME including how can bond levy millage be set for a new building project when the blue prints have not been created. The discussion concluded with the realization that the Library cannot move forward with a decision regards moving to the new building or staying at the current location without surveying the public. Katie will be compiling the survey with the Board input. Also, there are concerns that the Library would not be available to the public while school is in session.

**New Business:**

**Permanent Appropriations:** The following 2018 Permanent Appropriations Measure was presented to the Board for discussion and approval.

## Permanent Appropriations 2018

<b>General Fund</b>		
1000	Salaries & Benefits	\$ 597,803.97
2000	Supplies	\$ 31,000.00
3000	Purchased & Contracted Services	\$ 129,036.31
4000	Library Materials & Information	\$ 135,649.88
5000	Capital Outlay	\$ 45,000.00
7000	Other Objects	\$ 5,100.00
8000	Contingency	\$ 3,000.00
<b>Grand Total General Fund</b>		<b>\$946,590.16</b>
<b>June Macek Fund</b>		<b>\$ 11,000.00</b>
<b>Reading Garden Fund</b>		<b>\$ 8,500.00</b>
<b>Launch-A-Young Reader Fund</b>		<b>\$ 2,000.00</b>
<b>Capital Improvements Fund</b>		<b>\$100,000.00</b>
<b>GRAND TOTAL ALL FUNDS</b>		<b>\$1,068,090.16</b>

After a review of the measure and questions answered, a resolution followed:

**11-2018**

### **ANNUAL APPROPRIATION RESOLUTION**

#### **Permanent Appropriations**

The Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, met in Regular Session on the 18<sup>th</sup> day of January, 2018, at the Burton Public Library with the following members present:

Mrs. Dawn Tolchinsky	Mrs. Judy Starr	Mrs. Kathy Beten
Mrs. Kristine Thompson	Mr. Matthew Connors	

Mr. Matthew Connors moved to adopt the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that receipt of the Amended Certificate of the County Budget Commission of Estimated Resources from the County Auditor including resources meeting or exceeding \$1,167,337.37,

BE IT FURTHER RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31<sup>st</sup>, 2018, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the:

<b>General Fund</b>		
1000	Salaries & Benefits	\$ 597,803.97
2000	Supplies	\$ 31,000.00
3000	Purchased & Contracted Services	\$ 129,036.31
4000	Library Materials & Information	\$ 135,649.88
5000	Capital Outlay	\$ 45,000.00
7000	Other Objects	\$ 5,100.00
8000	Contingency	\$ 3,000.00
<b>Grand Total General Fund</b>		<b>\$946,590.16</b>
<b>June Macek Fund</b>		<b>\$ 11,000.00</b>
<b>Reading Garden Fund</b>		<b>\$ 8,500.00</b>
<b>Launch-A-Young Reader Fund</b>		<b>\$ 2,000.00</b>
<b>Capital Improvements Fund</b>		<b>\$100,000.00</b>
<b>GRAND TOTAL ALL FUNDS</b>		<b>\$1,068,090.16</b>

Mrs. Kristine Thompson seconded the Resolution and the roll called upon its adoption, the vote resulted as follows:

Mrs. Dawn Tolchinsky - yes	Mrs. Judy Starr - yes	Mrs. Kathy Beten - yes
Mrs. Kristine Thompson - yes	Mr. Matthew Connors - yes	

**Fund Drive Update:** The Fund Drive has receipted \$18,195 from 133 donors.

No public present

**12-2018** 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 8:08 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer