

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee September 20, 2018

Board President Dawn Tolchinsky and Library Director Katie Ringenbach reviewed the July and August 2018 Management Reports produced by the UAN System. After reviewing the documents, the Committee signed off on the reports.

Board Meeting Minutes September 20, 2018

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

Board President Dawn Tolchinsky called the Meeting to order at 7:00 PM.

Meeting Minutes:

40-2018 Kathy Beten moved to accept the minutes of the July 19, 2018 meeting. Judy Starr seconded the motion and the Board passed the resolution unanimously.

Financial Statement:

Beginning Cash Balance	July	August
General Fund	\$ 222,888.20	\$ 327,157.34
June Macek Fund	\$ 22,710.15	\$ 22,698.87
Reading Garden	\$ 8,395.78	\$ 7,332.13
Launch a Young Reader	\$ 4,099.32	\$ 4,186.75
Pfouts Memorial Fund	\$ 4,072.78	\$ 4,076.14
Capital Improvements Fund	\$ 100,295.31	\$ 92,809.33
Total Beginning Cash Balance	\$ 362,461.54	\$ 458,260.56
Receipts		
General Fund	\$ 181,202.34	\$ 84,637.01
June Macek Fund	\$ 18.72	\$ 23.74
Reading Garden	\$ 2,006.05	\$ 195.70
Launch a Young Reader	\$ 87.43	\$ 4.50
Pfouts Memorial Fund	\$ 3.36	\$ 4.38
Capital Improvements Fund	\$ 76.55	\$ 95.81
Total Receipts	\$ 183,394.45	\$ 84,961.14
Expenses		
General Fund	\$ 76,933.20	\$ 84,921.03
June Macek Fund	\$ 30.00	\$ 621.40
Reading Garden	\$ 3,069.70	\$ (1,502.00)
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ 7,562.53	\$ 3,716.78
Total Expenses	\$ 87,595.43	\$ 87,757.21
Ending Cash Balance		
General Fund	\$ 327,157.34	\$ 326,873.32
June Macek Fund	\$ 22,698.87	\$ 22,101.21
Reading Garden	\$ 7,332.13	\$ 9,029.83
Launch a Young Reader	\$ 4,186.75	\$ 4,191.25
Pfouts Memorial Fund	\$ 4,076.14	\$ 4,080.52
Capital Improvements Fund	\$ 92,809.33	\$ 89,188.36
Total Ending Cash Balance	\$ 458,260.56	\$ 455,464.49
The July interest earned was \$34.91 and August interest earned was \$35.50 from Middlefield Banking Company. Interest received from STAR Ohio was \$377.67 in July and \$489.26 in August, the year-to-date total is \$1,490.45.		

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Matt Connors moved to accept the July and August 2018 Financial Statements. Kris Thompson seconded the motion and the Board passed the resolution unanimously.

Fiscal Officer's Remarks:

- 1) Donations received since the July meeting: General Fund - \$820; Reading Garden Fund - \$3,351; Joseph Durket Launch-A-Young Reader Fund - \$50. The donation that exceeded \$249 are General Fund: Anonymous - \$500; Reading Garden Fund: Mr. Brian Wandell - \$2,000, Jewish Federation of Cleveland IHO Herbert and Marianna Luxenberg - \$1,165.

42-2018 Kathy Beten moved to accept the donations in excess of \$249 as listed above. Judy Starr seconded the motion and the Board passed the resolution unanimously.

- 2) Chuck Stazinsky, owner of Principle Enterprises, stated that he is not able to move ahead with the Library's ventilation project until spring. Would it be acceptable to the Board to wait for this contractor or would the Board like the Fiscal Officer to find another contractor? The Board would like to see more quotes; waiting until spring is acceptable.
- 3) At the Budget Commission Hearing, County Auditor Chuck Walder asked if the Library was participating in Ohio Checkbook. Ohio Checkbook is a transparency tool run by the Treasurer of State's office; it enables public entities to post payments made during the previous year. There are 251 libraries in the state with only 10 of these using Ohio Checkbook; Burton Library is not participating. The Board was asked about participating but it stated that it is not interested.

Director's Report:

Statistics: Circulation was up in July and August, again due to auto renewals. The wireless use statistics have been estimated as Clevnet changed the software used to gather this information and there were some glitches that have since been resolved. The door count was fixed and accurate for August. Statistics for programming is down due to Children's Services Supervisor Christina Mihalic taking vacation in August. This was generally the case in the past with the exception of 2017.

General Information:

- Staffing Changes: Adult Services Supervisor Paula Wagner has tendered her resignation; her last day will be October 10. Adult Services Assistant Becky Wiegman accepted the promotion to Adult Services Supervisor starting October 11; the Assistant position has been posted. Page Maggie Topalian's last day was August 17; she will be attending school in Utah. Page Rachel Cooper will be taking Maggie's hours. No Pages will be hired at this time. Carol Gardner was hired for the new Children's Outreach Librarian position; her first day was September 17. The Library currently has Practicum Student Amy Lydan; she is working in Adult Reference 12 hours per week until December.
- On September 18, Christina Mihalic received the North East Ohio Regional Library System (NEO-RLS) Rising Star award. This award is given to a library worker who has worked less than five years and has greatly impacted his or her library and community.
- Staff-In-Service Day will be Monday, October 8. This year's event will not be in-house; staff will be attending the Staff-In-Service Day offered by NEO-RLS. This event will be at Kent State University's main campus. There are a variety of breakout sessions being offered.
- Fire alarm update: Vector Security began the project on August 6 and were mostly finished by August 29. They will be back next Monday to complete the programming.
- Burton Carpet Shoppe replaced the carpeting in the Merritt Room on August 21 and 22. Rochelle Baker's management of the project resulted in a very smooth process.
- Interfinish replaced the carpeting in the Children's Room on August 27 and 28.
- On September 15, Assistant Custodian Bob Stratton painted the stall in the men's restroom of the first floor. This work is necessary because an inappropriate symbol was scratched on the stall door. The new color chosen has brightened the room; therefore, plans have been made to use this paint in the woman's first floor restroom as well.
- The Library's web site is being updated; Katie shared a print of the first page of the website. Matt Connors offered to take individual photos of the Board for posting on the new website.
- Morley Library in Painesville has joined Clevnet and will be live on September 24.
- Lake and Geauga County's Writers Showcase will be held on April 13, 2019 from 11 AM to 4 PM. Location: Lakeland Community College Performing Arts Center. Keynote Speaker Imbolo Mbue is the author of *Behold the Dreamers*.

Unfinished Business:**Board Established the Salary and Personnel Committees:****Personnel Committee**

Kathy Beten
John Emig
Sue Miller

Salary Committee

Judy Starr
Matt Connors
Kris Thompson

Kris Thompson initiated a discussion regarding input by staff for the evaluations of the Director and Fiscal Officer. The Board, after discussion, decided that input could becoming personal and make it difficult for the Director to discipline employees. Therefore, the evaluation process will continue as in the past.

New Business: Board vote on Record Commission recommendations: The Records Commission met earlier in the evening and discussed the following changes to Record Retention Schedule (RC-2):

Proposed changes to RC-2 - 2018

1	Current	PERM-09	Library Statistics - Annual: Annual statistical information on library use, program attendance, material circulation and reference questions as presented to the Board.	Permanent-starting 2001 (some earlier)	Paper
	Revised	PERM-09	Library Statistics - Monthly/Annual: Statistical information on library use, program attendance, material circulation and reference questions.	Permanent-Annual starting 2001 (some earlier) - Monthly starting 2004	P & E
2	Current	ACCT-07	Automated Accounting System (UAN) Backups: Discs and USB thumb drives produced to back up the accounting records	Daily backup-3 months, quarterly backup-1 year, Year-End Backup-5 Years	Digital
	Revised	ACCT-07	Uniform Accounting System (UAN) Backups: Discs and USB thumb drives produced to back up the accounting records	Weekly Backups are kept on 2 USB 16GB memory sticks for 3 years , Year-End Disc Backup-5 Years	Digital
3	Current	ACCT-12	Canceled Checks - Paper: Cancelled check returned by bank or financial institution	5 Years provided audited	Paper
	Eliminated		(Paper copies of canceled checks have not been received for over 5 years.)		
4	Current	ADMIN-16	Forms RC-1, RC-2, RC-3: Electronic worksheets used to generate permanent forms	10 Years	Electronic
	Revised	ADMIN-16	Forms RC-1, RC-2, RC-3: Electronic worksheets used to generate permanent forms	5 Years	Electronic
5	Current	ADMIN-28.5	OPERS Form: Independent Contractor/Worker Acknowledgment (aka: PEDACKN) Ohio Public Employees Retirement System (OPERS) Form given to outside contractors who will not be considered as public employees and will not receive contributions to OPERS.	6 Years after first date of service	Paper
	Revised	ADMIN-28.5	OPERS Form: Independent Contractor/Worker Acknowledgment (aka: PEDACKN) Ohio Public Employees Retirement System (OPERS) Form given to outside contractors who will not be considered as public employees and will not receive contributions to OPERS.	7 Years after first date of service	Paper

6	Current	LIB-08	Library Circulation Statistics - Monthly: Statistical information on library use, program attendance, material circulation and reference questions	Current plus 1 Year	P & E
	Revised	added to PERM-09	(This information is now covered in the permanent records section; Record Series LIB-08 is being Eliminated.)		
7	Current	LIB-10	Lost and Damaged Receipts: Staff generated receipts used to replace lost and damaged items to the collection	6 Months	Paper
	Eliminated	(This Record Series is being Eliminated due to the fact that this form is no longer being utilized.)			
8	Current	GEN-05	E-mail: Correspondence via the internet generated or received by library administration that fall under the definition of a public record.	5 Years	Electronic
	Revised	GEN-05	E-mail: Correspondence via the internet generated or received by library administration that fall under the definition of a public record.	2 Years	Electronic
9	Current	GEN-05.6	Press Releases: Information sent to local newspapers of upcoming or recent events.	5 Years	P & E
THESE TWO (GEN-05.6 AND ADMIN-28) ARE BEING COMBINED INTO ONE Record Series: ADMIN-28					
	Current	ADMIN-28	News Releases: Information generated by the Library about activities, programs and services	3 Years after no longer of administrative value	P & E
	Revised	ADMIN-28	News and Press Releases: Information sent to local newspapers of upcoming or recent events detailing activities, programs and services.	2 Years	P & E
10	Current	GEN-05.7	Performers Contracts: Contracts between Burton Public Library and Adult or Children's Departments program providers.	5 Years	P & E
	Revised	GEN-05.7	Performers Contracts: Contracts between Burton Public Library and Adult or Children's Departments program providers.	3 Years	P & E
11	Current	GEN-06	Public Computer Use Logs: Used for statistical purposes only	Destroyed Daily	Paper
	Eliminated	(This Record Series is being Eliminated due to the fact that this form is no longer being utilized.)			

12	Current	HR/PR-03	Deduction Authorizations: Documentation signed by staff for deductions for but not limited to: United Way donations and deferred compensation.	Until superseded or employment terminated	Paper
	Revised	HR/PR-03	Deduction Authorizations: Documentation signed by staff for deductions for but not limited to United Way donations and deferred compensation.	Until superseded, employment terminated or one year after deduction stopped.	Paper

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Judy Starr moved to approve the changes shown above to the Record Retention Schedule RC-2 for presentation to the Ohio History Connection and the Auditor of the State of Ohio. Kris Thompson seconded the motion and the Board passed the resolution unanimously.

Salary Schedule is presented to Salary Committee for review: The schedule was presented to the committee.

Fund Drive Update: No update at this time.

Public Comments: None

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Kathy Beten moved to adjourn the meeting. Kris Thompson seconded the motion and the Board passed the resolution unanimously.

The meeting adjourned at 7:56 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer