

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee September 19, 2019

Board President John Emig and Library Director Katie Ringenbach reviewed the July and August 2019 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes September 19, 2019

Present: Board Members John Emig, Dawn Tolchinsky, Judy Starr, Kathy Beten, Sue Miller and Matt Connors; Katie Ringenbach and Fiscal Officer Rebecca Herrick.

The Meeting was called to order at 7:00 PM by Board President John Emig.

Meeting Minutes:

40-2019 After a redundant statement was removed from the July 18, 2019 regular meeting minutes Sue Miller moved to accept the minutes. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

Financial Statement:

	June '19	July '19	August '19
Beginning Cash Balance			
General Fund	\$ 226,991.06	\$ 205,598.42	\$ 332,654.15
June Macek Fund	\$ 19,667.44	\$ 27,477.31	\$ 27,507.03
Reading Garden	\$ 9,116.97	\$ 8,411.38	\$ 8,033.04
Launch a Young Reader	\$ 3,589.94	\$ 3,595.37	\$ 3,634.29
Pfouts Memorial Fund	\$ 3,629.96	\$ 3,635.45	\$ 3,639.38
Capital Improvements Fund	\$ 171,166.25	\$ 171,425.11	\$ 171,610.47
Total Beginning Cash Balance	\$ 434,161.62	\$ 420,143.04	\$ 547,078.36
Receipts			
General Fund	\$ 48,944.86	\$ 208,352.14	\$ 39,687.68
June Macek Fund	\$ 9,040.21	\$ 29.72	\$ 36.72
Reading Garden	\$ 12.86	\$ 8.67	\$ 10.72
Launch a Young Reader	\$ 5.43	\$ 38.92	\$ 4.85
Pfouts Memorial Fund	\$ 5.49	\$ 3.93	\$ 4.86
Capital Improvements Fund	\$ 258.86	\$ 185.36	\$ 219.01
Total Receipts	\$ 58,267.71	\$ 208,618.74	\$ 70,763.78
Expenses			
General Fund	\$ 70,337.50	\$ 81,296.41	\$ 70,763.78
June Macek Fund	\$ 1,230.34	\$ -	\$ -
Reading Garden	\$ 718.45	\$ 387.01	\$ -
Launch a Young Reader	\$ -	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -	\$ 7,553.84
Total Expenses	\$ 72,286.29	\$ 81,683.42	\$ 78,317.62
Ending Cash Balance			
General Fund	\$ 205,598.42	\$ 332,654.15	\$ 301,578.05
June Macek Fund	\$ 27,477.31	\$ 27,507.03	\$ 27,543.75
Reading Garden	\$ 8,411.38	\$ 8,033.04	\$ 8,043.76
Launch a Young Reader	\$ 3,595.37	\$ 3,634.29	\$ 3,639.14
Pfouts Memorial Fund	\$ 3,635.45	\$ 3,639.38	\$ 3,644.24
Capital Improvements Fund	\$ 171,425.11	\$ 171,610.47	\$ 164,275.64
Total Ending Cash Balance	\$ 420,143.04	\$ 547,078.36	\$ 508,724.58
July interest earned from Middlefield Banking Company was \$33.17.			
August interest earned from Middlefield Banking Company was \$35.55.			
July interest received from STAR Ohio was \$590.91, August interest was \$678.22.			

41-2019

Matt Connors moved to accept the July/August 2019 Financial Statement. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the July meeting: General Fund - \$250, 15th Annual Fund Drive - \$150
- 2) The County Budget Commission hearing went very well. Although the members did not like the amount representing the projected 2020 carry-over was less than the amount used for 2019, overall the Commission were happy with the budget presented. Charles Walder said that it was the best budget that has been presented by Burton Library and Christopher Hitchcock held up his smiley face sign.
- 3) The cost to upgrade the second floor restroom door, for complete ADA accessibility is \$2,156. Trinity Door will work in conjunction with MGEC Construction during the project. Total project cost should be \$24,282.86; provided Mike Miller of MGEC Construction does not come across any major issues.

Director's Report:

Statistics: Circulation was up in both July and August. Computer use may have been lower due to the upgrade to Windows 10. This upgrade took place because Windows 7 will no longer be supported starting in January 2020. Many issues remain unsolved possibly due to the interaction of Windows 10 with Active Directory, Deep Freeze (software which protects the configuration and core operating system of the public computers) or Cassie (usage management software). The computers have been down periodically, but issues during sessions have been consistent enough that regular patrons have been impacted. Two new unique circulating items are showing very positive numbers. Circulating Hot-Spots are so popular that there is a waiting list. The 100 recently purchased "Borrow Bags" have circulated over 100 times in August since introduced in July.

- Board Position: John Emig's term expires on 12/31/2019. He agreed to be reappointed and to continue on the Board until moving in Summer 2020.
- Katie shared two Geauga County Maple Leaf articles with the Board: the first a two-page spread about the Cleveland Indians program held on August 8, and the other an informational article about the Geauga Skywatchers Club. Geauga County Public Library's Chardon branch had its first Skywatchers meeting with about 60 people attending.
- Rochelle Baker, Technical Services Supervisor, is retiring at the end of the year. Katie asked if the Board would like to have her retirement party at the annual Holiday Luncheon. The Board agreed and the date was tentatively set for Friday, December 13. Katie stated that Rochelle is not normally here on Fridays, but that she would check with Rochelle since that was the best date for the Board.
- The manner in which publishers Blackstone Audio, Hachette, Macmillan, and Simon & Schuster charge libraries for e-books and e-audiobooks is set to change significantly. Specifically, many newly released titles cost between \$80 and \$100 dollars per book for a permanent license. While the proposed change will reduce the cost to average \$40 to \$55 per newly released books the purchase will be for only two years of ownership, requiring a repurchase biennially. Macmillan's new model limits one "E" copy of a book per library for the first 8 weeks after release; Macmillan is the publisher for very popular authors such as Nora Roberts and Kristen Hannah. The American Library Association has a petition available for signature by concerned library patrons and staff nationwide. The petition will be presented to the publishers in attempts to alter the upcoming changes. The publishers claim the change is to better compensate authors.
- The Jeep primarily used by the Home Services Department is starting to have mechanical issues; recently it was out of commission for almost a week. Home Service employees completed three deliveries in personal vehicles. The reliability of the current vehicle further supports this year's Annual Fund Drive targeting the vehicles replacement goal.
- The survey is complete. From June 10 to July 30, 44 surveys were completed. Offering a candy treat increased the completion to about 200 responses by August 30. The State Library Consultant for the strategic plan will be talking to staff during Staff In-Service Day on October 14. Katie will request a time for the State Library consultant to meet with the Board.

Unfinished Business: None

New Business:

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

ACCT-21	Wire Transfer Details: Wire transfers via Middlefield Bank to STAR Ohio, etc	1 Year	P & E	<input type="checkbox"/>
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The discussion resulted in the following resolution:

42-2019 Sue Miller moved to accept the proposed addition to Record Retention Schedule RC-2 as shown above. Dawn Tolchinsky seconded the motion and the resolution was passed unanimously by the Board.

Position Merger: As noted earlier, Technical Services Supervisor Rochelle Baker is retiring at the end of 2019. For over a year Rochelle has been training Adult Services Supervisor Becky Wiegman to assume the position. Therefore, the Adult Services position will need to be filled. To adopt to the current trend toward technical help rather than reference questions and to facilitate streamlining programming, one person supervising both Adult and Youth areas would be more effective and efficient. In addition, the current Youth Service Supervisor has expressed a desire for professional growth but there really isn't anything available with the current configuration. The new position would merge Adult and Youth Services and have five direct reports. Katie presented a job description (copy to follow) of the merged position. Due to the staffing change the Organizational Chart (copy to follow) will also be revised. An additional Adult Services Assistant will be hired to keep the area staffed.

43-2019 Dawn Tolchinsky moved to accept the new position of Youth and Reference Services Supervisor and the revised Organizational Chart as presented. Sue Miller seconded the motion and the resolution was passed unanimously by the Board.

Salary schedule presented to the Salary Committee: Two schedules were presented to show the cost savings of eliminating an MLIS position with a non-degreed assistant.

Added to New Business: additional closed holiday: Previously the Board authorized Library closure on Thursday, December 24; Friday, December 25 and Sunday, December 27, 2020. Saturday, December 26 was not considered for both low circulation and door count that day as well as an interruption in the long holiday weekend for staff. After examining the issue, the Board agreed to a December 26 closure.

44-2019 Kathy Beten moved to close the Library for an unpaid holiday on Saturday, December 26, 2020. Dawn Tolchinsky seconded the motion and the resolution was passed unanimously by the Board.

Fund Drive Update: The 15th Annual Fund Drive total is \$19,420 collected from 126 donors. Katie asked for volunteers for the Annual Fund Drive Committee. Matt Connors, Dawn Tolchinsky, Kathy Beten and Sue Miller all offered to be on the committee.

Public comments: None.

45-2019 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 7:40 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer