

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee July 16, 2020

Board Secretary Dawn Tolchinsky and Library Director Katie Ringenbach reviewed the May and June 2020 Management Reports produced by the UAN System.

## Board Meeting Minutes July 16, 2020

**Present:** Board Members, Dawn Tolchinsky, Judy Starr, Kathy Beten and via Microsoft Teams Matt Connors; Katie Ringenbach and Fiscal Officer Rebecca Herrick. Public Present: None

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

**Meeting Minutes:**

**43-2020** With no additions or corrections to the June 18, 2020 regular meeting minutes Kathy Beten moved to accept the minutes as presented. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

**Financial Statement:**

Beginning Cash Balance	May 2020	June 2020
General Fund	\$ 285,865.19	\$ 270,148.62
June Macek Fund	\$ 36,042.32	\$ 36,055.48
Reading Garden	\$ 8,999.02	\$ 8,059.83
Launch a Young Reader	\$ 3,668.26	\$ 3,700.61
Pfouts Memorial Fund	\$ 3,677.16	\$ 3,678.50
Capital Improvements Fund	\$ 195,971.33	\$ 196,042.86
<b>Total Beginning Cash Balance</b>	<b>\$ 534,223.28</b>	<b>\$ 517,685.90</b>
<b>Receipts</b>		
General Fund	\$ 40,177.84	\$ 39,799.76
June Macek Fund	\$ 13.16	\$ 16.50
Reading Garden	\$ 2.94	\$ 3.72
Launch a Young Reader	\$ 32.35	\$ 1.70
Pfouts Memorial Fund	\$ 1.34	\$ 1.67
Capital Improvements Fund	\$ 71.53	\$ 89.71
<b>Total Receipts</b>	<b>\$ 40,299.16</b>	<b>\$ 39,913.06</b>
<b>Expenses</b>		
General Fund	\$ 55,894.41	\$ 58,106.36
June Macek Fund	\$ -	\$ -
Reading Garden	\$ 942.13	\$ 70.17
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 56,836.54</b>	<b>\$ 58,176.53</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 270,148.62	\$ 251,842.02
June Macek Fund	\$ 36,055.48	\$ 36,071.98
Reading Garden	\$ 8,059.83	\$ 7,993.38
Launch a Young Reader	\$ 3,700.61	\$ 3,702.31
Pfouts Memorial Fund	\$ 3,678.50	\$ 3,680.17
Capital Improvements Fund	\$ 196,042.86	\$ 196,132.57
<b>Total Ending Cash Balance</b>	<b>\$ 517,685.90</b>	<b>\$ 499,422.43</b>

June interest earned from Middlefield Banking Company (MBC) was \$26.31.  
 Second quarter interest received from MBC was \$78.45.  
 June interest received from STAR Ohio was \$152.62.  
 Balance in the Star Ohio account is \$307,315.56. (The balance reported in June 2020 was \$307,621.94, the correct balance at May 31 was \$307,162.94.)

**44-2020** Matt Connors moved to accept the June 2020 Financial Statements. 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 June meeting: General Fund - \$100, 16<sup>th</sup> Annual Fund Drive - \$175.
- 2) When preparing the 2021 Tax Budget, it was discovered that the amount of total appropriations for the June Macek Fund was incorrect. The correct and submitted amount is \$11,000 not \$7,000, making the projected ending balance of \$10,374.29.
- 3) The school board accepted our tax budget
- 4) The audit is still ongoing; the auditor is waiting for documents from the Fiscal Officer. The requested documents will be presented as soon as possible.

### **Director's Report:**

**Statistics:** Circulation statistics are 40 percent lower than those of June 2019, but this can be viewed positively in that the only service available for June was curbside pick-up and there were no deliveries from Clevnet libraries. The nearly 13,000 items that circulated also included check-outs by Home Service delivery staff.

- Mark O'Conner has resigned as a Board member. His job situation has changed and he is no longer available to attend meetings.
- Staff Changes:
  - At the start of 2020 we had 22 staff members; after furloughs and the school's Outreach Librarian not working during the summer season, there are 16 active employees.
  - In July the Pages were recalled; however, only Caedmon Morgret returned. He will work for one month and then leave for college. The Page position has been posted.
  - Both furloughed Circulation Clerks were recalled, with only Cheryl Rich returning. Due to the Library's current reduced hours, the vacant position is not being posted at this time.
  - Reference Assistant Alan Fink is moving to Florida; his last day is August 7. It is unlikely that the school's Outreach Librarian Carol Gardner will return to the schools this year; therefore, she was contacted regarding the open position and is considering this option.
  - Maintenance Assistant Bob Stratton resigned June 26, effective the same day. Head of Maintenance Steve Wilcox has been working Monday – Friday only, cleaning again before he leaves. Saturday staff are wiping down high touch surfaces. Katie contacted JanPro for a quote for cleaning the building two nights a week. JanPro is the contract cleaning service used by the Geauga County Public Library
  - With much in flux, as of today we have 17 staff members.
- Geauga County Public Library reopened to the public on July 7, the day after Burton Library reopened. An extremely high number of patrons not wearing masks at Middlefield Branch on the first day caused Library Director Ed Worso to make masks mandatory effective the following day. Katie spoke to some front-line staff about mandatory masks; the general consensus was that BPL would continue with masks as highly preferred and observe how it goes at GCPL.
- Some libraries in LEVEL 3 counties have reversed course on re-opening. Cincinnati and Columbus libraries have paused in-person services. In neighboring Cuyahoga County, the County, Lakewood and Westlake libraries remain open for browsing. Other locations are not opening but rather continuing with either lobby or curbside services. The Board discussed possible action should Geauga County COVID cases elevate to LEVEL 3 or 4; currently the county is at LEVEL 2. It was decided that an emergency meeting via Microsoft Teams would be held if necessary.
- This is the time of year that Katie creates the Annual Fund Drive letter. The discussion for the topic settled on general monetary needs because of reduced state funding due to the COVID-19 shutdown.
- An application was made for an IMLS CARES-ACT Mini Grant for telecommunications equipment. This grant will make it possible for staff to attend virtual meetings more easily by providing cameras and headset/microphones for staff computers.
- The Geauga County Commissioners have received CARES-ACT money for distribution throughout the county's governmental entities. A letter requesting a portion of the funds will be sent if the Board approves. The Board expressed approval for moving forward with the letter.

**Unfinished Business:**

**Rescind Resolution 25-2020:** Resolution 25-2020 states: "Matt Connors moved to transfer \$60,000 from the Capital Improvements Fund back to the General Fund, to improve the cash balance due to reduced funding due to the COVID-19 pandemic. The motion was seconded by Judy Starr and the resolution was passed by the following voice vote: Dawn Tolchinsky – Yes; Kathy Beten – Yes; Kristine Thompson – Yes; Sue Miller – Yes; Judy Starr – Yes; John Emig – Yes; and Matt Connors – Yes" The action was not taken by the Fiscal Officer because steps needed to be taken to assure the transfer would not result in an unfavorable audit in two years. Reasons for rescinding the resolution include:

- Transfers are allowed between funds only at the end of the year.
- There is law that prohibits the transfers from the Capital Improvements fund to the General Fund, but this law does not pertain to Libraries per the 2019 Auditor of State Compliance Supplement. The County Auditor’s Compliance Officer thought it did pertain to libraries but evidence was provided that it does not. The Compliance Office then pointed out that the transfer can only happen at year end.
- If the need for a fund transfer to the General Fund is present at year end, a resolution can be made at that time. If the Library becomes financially insolvent due to lack of state funding due to COVID-19, the County Auditor will be contacted for the best course to take to transfer funds back to the General Fund.

**45-2020** Kathy Beten moved to rescind Resolution 25-2020; therefore, the transfer of funds back to the General Funds will not be made. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

**New Business:**

**Board reviews salary and personnel committees for September meeting:** A card listing the committees that were established at the January 2020 organizational meeting was presented to the Board.

**Set Holiday Closing Schedule for 2021:** The following schedule was presented to the Board:

<b><u>2021 Library Holiday Closings</u></b>	
<b>New Year’s Day</b>	<b>Friday, January 1</b>
<b>Memorial Day</b>	<b>Monday, May 31</b>
<b>Independence Day</b>	<b>Monday, July 5</b>
<b>Labor Day Weekend</b>	<b>Saturday-Monday, Sept 4-6</b> Only Monday is a paid holiday, closed Saturday
<b>Staff In-Service Day</b>	<b>Monday, October 11</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 25</b>
<b>Christmas Eve</b>	<b>Friday, December 24</b> – National holiday for Christmas Day
<b>Christmas Day</b>	<b>Saturday, December 25</b> - Not a paid holiday
<b>New Year’s Eve</b>	<b>Friday, December 31-</b> All day... national holiday

**46-2020** Kathy Beten moved to accept the above 2021 Library Holiday Closing schedule as presented. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

**Public Records Policy:** It was discovered at the current State Audit of the Library financial records that a Public Records Policy is necessary. The proposed policy was presented to the Board via the Board packet email (copy to follow). The discussion resulted in no changes to the policy and the following resolution was made:

**47-2020** Matt Connors moved to accept the Public Records Policy as presented. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

**Vehicle Purchase:** The Jeep Commander is currently not being used by staff because the brakes are not functioning properly. Due to a build-up of rust and corrosion, the brakes must be broken in order to be repaired. A repair estimate was not presented by Junction Auto due to the undeterminable amount of work required. Staff are currently being reimbursed for personal vehicle use to perform home service delivery. Because the quote to purchase a Ford Transit delivery van with all-wheel drive was made in February, Preston Ford will have to requote the sale. Katie has contacted Bruce Steinfurth, the salesman that had provided the original quote. Unfortunately, Mr. Steinfurth has been slow to respond to Katie's email or phone messages and has not provided an updated quote. The Board suggested that Katie ask for a quote from Nick Mayer Ford in Mayfield Heights. The Board was in agreement that a new vehicle should be purchased as soon as possible. Forty thousand dollars have been budgeted for this purchase.

**Fund Drive Update:** To date, 127 donors have contributed \$21,222.

**Public comments:** None

**48-2020** 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 7:35 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer