

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee May 20, 2021

Board President Matt Connors and Library Director Katie Ringenbach reviewed the April 2021 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes May 20, 2021

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

Board President Matt Connors called the Meeting to order at 7:01 PM.

Meeting Minutes:

26-2021 With no additions or corrections to the April 15, 2021 regular meeting minutes Kristine Thompson moved to accept the minutes. Sue Miller seconded the motion and the resolution was passed unanimously by the Board

Financial Statement:

	March 2021	April 2021
Beginning Cash Balance		
General Fund	\$ 476,775.41	\$ 486,806.89
June Macek Fund	\$ 33,537.76	\$ 32,318.53
Reading Garden	\$ 6,777.09	\$ 6,777.78
Launch a Young Reader	\$ 3,277.38	\$ 3,277.71
Pfouts Memorial Fund	\$ 3,764.42	\$ 3,764.81
Coronavirus Relief Fund	\$ 2,580.59	\$ 2,546.40
Capital Improvements Fund	\$ 196,343.60	\$ 196,363.28
Total Beginning Cash Balance	\$ 723,056.25	\$ 731,855.40
Receipts		
General Fund	\$ 79,945.79	\$ 44,602.90
June Macek Fund	\$ 3.27	\$ 1.60
Reading Garden	\$ 0.69	\$ 0.34
Launch a Young Reader	\$ 0.33	\$ 0.16
Pfouts Memorial Fund	\$ 0.39	\$ 0.19
Coronavirus Relief Fund	\$ 0.06	\$ 0.05
Capital Improvements Fund	\$ 19.68	\$ 9.76
Total Receipts	\$ 79,970.21	\$ 44,615.00
Expenses		
General Fund	\$ 69,914.31	\$ 77,299.07
June Macek Fund	\$ 1,222.50	\$ 69.00
Reading Garden	\$ -	\$ 73.00
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 34.25	\$ 50.02
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 71,171.06	\$ 77,491.09
Ending Cash Balance		
General Fund	\$ 486,806.89	\$ 454,110.72
June Macek Fund	\$ 32,318.53	\$ 32,251.13
Reading Garden	\$ 6,777.78	\$ 6,705.12
Launch a Young Reader	\$ 3,277.71	\$ 3,277.87
Pfouts Memorial Fund	\$ 3,764.81	\$ 3,765.00
Coronavirus Relief Fund	\$ 2,546.40	\$ 2,496.43
Capital Improvements Fund	\$ 196,363.28	\$ 196,373.04
Total Ending Cash Balance	\$ 731,855.40	\$ 698,979.31
Middlefield Banking Co. April savings account interest earned was \$6.63.		
MBC April checking account interest received was \$14.92.		
April dividend received from STAR Ohio was \$19.75.		
The current balance in the STAR Ohio account is \$307,765.39.		

27-2021

Dawn Tolchinsky moved to accept the April 2021 Financial Statements. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Donations received since the April meeting: General Fund - \$3,498; Joseph Durket Launch-a-Young Reader Fund - \$22. The donations that exceed \$249 are \$250 from Tom and Carole Cseplo; \$325 from the Cleveland VA Anesthesia Group; and \$500 from Burton Chamber of Commerce, all to the General Fund.

28-2021

Kathy Beten moved to accept the donations in excess of \$249 as listed above. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

- 2) On Tuesday, May 18, Vector Security, the Library's fire monitoring service provider, was in the attic to remove two outdated smoke detectors. One of the crew accidentally stepped between the joists and fell onto the drop ceiling in the large meeting room. Vector agreed to pay for the cost of the repair. Mike Miller, the contractor who remodeled the second-floor restrooms, viewed the damage and confirmed the electrical was not affected and the threat of immediate failure of the grid was not evident. The following day ties were added to the damaged part of the grid. Mr. Miller feels that the ceiling is secure and no further work is necessary.
- 3) BPL Administration will be meeting tomorrow with CPHL Design, the architectural firm that designed the newest Geauga County Public Library buildings. In the near future, a meeting of the Building Committee will be called to discuss the proposed changes and the architect proposals.
- 4) 2022 Health Insurance update: Stark County Schools Administration will be recommending to the Council of Governments Board of Directors an increase for the next fiscal year of 3.9 percent for medical and no increase for dental or vision premiums. Two premium holidays to be used between July 1, 2021 and June 2022 will be proposed and the recommendations will be voted upon on June 17.

Director's Report:

Statistics: BPL was closed for the entire month of April 2020 due to the COVID-19 pandemic. Therefore, April 2021 circulation is statistically very high. If compared to 2019, 2021 only experienced a 6% decrease in total physical item circulation which is surprising since the Library did not host any meetings or in-person programs. Kanopy had 37 uses in its first month, representing a good start for this new library platform offering.

- Staffing:

- Circulation Desk Clerk Cheryl Rich came to the Library after retiring from teaching. Her former school asked her to return due to a lack of staffing. Her last day was May 8; the position has been posted.
- Prior to the pandemic, Adult Services assistants worked for a combined 47 hours, plus Saturdays. Our current compliment is at 35 hours plus Saturdays. A part-time position has been posted.
- Page/shelver Gennah Brown will be going to college at the end of summer. More materials circulating means more to shelve; therefore, the Page position has been posted.
- The Maintenance Assistant position has yet to be filled.

- COVID-19 Safety Changes: With Governor DeWine's announcement that the State's COVID health orders end June 2, the library's safety protocol needs adjustment. Businesses have the option of implementing mask requirements, but after conversations with staff members, most agree that this would be onerous. Additionally, over the last two weeks there were only 82 active COVID cases in Geauga County or 1 for every 1,142 people. Therefore, masks will be optional for staff as well as patrons (Gauga County Public Library is currently following this practice) beginning in early June. Also, as restrictions ease, meeting room reservations will resume and puppets and toys may be returned to the Children's Room. On Monday, May 24, quarantining of materials will end. There are some reservations regarding programing, since young children are yet to be vaccinated. For now, programs will be held outside, weather permitting, with no plans to move inside in inclement weather. The Board agreed to leave phasing out of pandemic restrictions to the discretion of the Director.

Unfinished Business:

Request of Banking Services Proposal: The Banking Request for Proposal (copy of original and corrected/completed copy to follow) was presented to the Board. Discussion of the document produced a few changes: Replacement of the word "policy" on the first page in the "Inquiries about this RFP" with "practice"; and in the first paragraph on the third page, first sentence will be changed from "Please provide a Memorandum of Agreement for Deposit of Public Funds to the list of maximum amounts of our deposits by type." to "Please provide a Memorandum of Agreement for Deposit of Public Funds, listing the maximum amounts of our deposits by type.". The Banking Request for Proposal dates will be added to coincide with the opening of the proposals at the September 16, 2021 Board meeting. The discussion concluded with:

29-2021 Sue Miller moved to accept the Banking Request for Proposal with the corrections listed above and for the document to be competed and forwarded to local banking institutions in time for Board review at the September Board meeting. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

New Business:

Tax Budget Presented: The Fiscal Officer presented the 2022 Tax Budget (copy to follow) electronically to the Board two days before the meeting. After discussion at the meeting, a resolution was made.

2022 Tax Budget			
<u>General Fund</u>			
Cash Balance at Jan. 1, 2022 \$ 119,500.38			
<u>Revenues:</u>		<u>Expenditures:</u>	
Real Estate Tax	\$ 387,915.00	Salaries & Benefits	\$ (603,897.13)
Public Library Fund	\$ 454,961.00	Purchased & Contracted Services	\$ (103,839.00)
Miscellaneous Taxes	\$ 10,355.00	Materials	\$ (132,700.00)
Donations	\$ 20,000.00	Supplies	\$ (19,000.00)
Miscellaneous	\$ 8,950.00	Other Objects	\$ (3,400.00)
Total Revenues	\$ 882,181.00	Capital Outlay	\$ (8,000.00)
Total Revenues and Balances		Total Expenditures	\$ (870,836.13)
		Contingencies	\$ -
		Cash Balance at December 31, 2022	\$ 11,344.87
<u>Special Revenue Funds</u>			
	Estimated Balance	Estimated	Expenditures
	for Jan 1, 2022	Revenue	
<u>June Macek Fund</u>	\$ 24,495.59		
Projected Income		\$ -	
Misc. Contracted Svcs			\$ (4,000.00)
Conferences/Meetings			\$ (3,000.00)
Travel to Conferences/Meetings			\$ (1,000.00)
Membership			\$ (3,000.00)
Totals		\$ 24,495.59	\$ (11,000.00)
Projected Ending Balance			\$ 13,495.59
<u>Luxenberg Family Reading Garden Fund</u>	\$ 6,898.60		
Projected Income		\$ 1,500.00	
Maintenance and Repair			\$ (2,000.00)
Land Improvements			\$ -
Totals		\$ 8,398.60	\$ (2,000.00)
Projected Ending Balance			\$ 6,398.60
<u>Joseph Durket Launch-A-Young Reader Fund</u>	\$ 1,627.03		
Projected Income		\$ 400.00	
General Admin. Supplies			\$ (2,000.00)
Total		\$ 2,027.03	\$ (2,000.00)
Projected Ending Balance			\$ 27.03
<u>Pfouts Memorial Fund</u>	\$ 1,794.01		
Projected Income		\$ 30.00	
Local History Project Expense			\$ (1,000.00)
Projected Ending Balance		\$ 1,824.01	\$ (1,000.00)
			\$ 824.01
<u>Capital Improvements Fund</u>	\$ 46,522.15		
Projected Income		\$ 200.00	
Building Improvements			\$ (10,000.00)
Furniture and Equipment			\$ -
Totals		\$ 46,722.15	\$ (10,000.00)
Projected Ending Balance			\$ 36,722.15

30-2021 Dawn Tolchinsky moved to accept the 2022 Tax Budget as presented. The motion was seconded by Sue Miller and the resolution was passed by the following voice vote:

Dawn Tolchinsky – Yes Sue Miller – Yes Matt Connors – Yes Judy Starr – Yes
 Kathy Beten – Yes Forrest Burt – Yes Kristine Thompson – Yes

Revised Materials Selection Policy presented: The Director presented the Board with the revised Material Selection Policy (copy to follow); the policy being replaced was last revised 2006. The Board suggested a change to the policy to define the committee for review of challenged materials. The committee will consist of three people: one appointed by the BPL Board; one appointed by the Berkshire Local School District Board; and one person appointed by the BPL Director. The discussion concluded with the following:

31-2021 Sue Miller moved to adopt the Materials Selection Policy with the addition listed above. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

Youth Services Monitor job description presented: Katie presented the job description for the Youth Monitor. There was a discussion regarding the document, the Board stated that it liked what was presented.

A discussion regarding the memorial for Charlie Caputo was initiated. Katie indicated a letter was recently sent to the family listing forty-one donors. Follow-up correspondence will be sent and will list additional donors that have contributed in his memory. A conversation will begin regarding what the family would like the memorial to include.

Fund Drive Update: The Fund Drive information has not changed: \$19,179.02 received from 116 donors. Eighty-two donors have contributed \$5,688.01 in memory of Charlie Caputo.

Public comments: No public present.

32-2021 Kathy Beten moved to adjourn the meeting. Judy Starr seconded the motion and the resolution passed unanimously by the Board.

The meeting adjourned at 7:55 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer