

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee April 20, 2023

Board President Dawn Tolchinsky and Library Director Kathryn Ringenbach reviewed the March 2023 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes April 20, 2023

Present: Board Members Dawn Tolchinsky, Sue Miller, Judy Starr, and Kathy Beten; Kathryn Ringenbach and Fiscal Officer Rebecca Herrick with new Fiscal Officer Ed Worso. No public present.

The Meeting was called to order at 7:03 PM by Board President Dawn Tolchinsky.

Meeting Minutes:

25-2023 With one correction Sue Miller moved to accept the minutes. The motion was seconded by Judy Starr and the resolution was passed by the Board. Kristine Thompson and Forrest Burt abstained.

Financial Statement:

Beginning Cash Balance	February 2023	March 2023
General Fund	\$ 497,807.70	\$ 619,051.25
June Macek Fund	\$ 35,781.40	\$ 33,692.18
Reading Garden	\$ 7,660.87	\$ 7,676.60
Launch a Young Reader	\$ 3,782.45	\$ 3,790.23
Pfouts Memorial Fund	\$ 3,814.27	\$ 3,822.11
Capital Improvements Fund	\$ 420,113.02	\$ 418,721.65
Total Beginning Cash Balance	\$ 968,959.71	\$ 1,086,754.02
Receipts		
General Fund	\$ 191,110.13	\$ 113,085.46
June Macek Fund	\$ 69.08	\$ 91.77
Reading Garden	\$ 15.73	\$ 21.03
Launch a Young Reader	\$ 7.78	\$ 36.64
Pfouts Memorial Fund	\$ 7.84	\$ 10.69
Capital Improvements Fund	\$ 858.63	\$ 1,170.51
Total Receipts	\$ 192,069.19	\$ 114,416.10
Expenses		
General Fund	\$ 69,866.58	\$ 89,035.78
June Macek Fund	\$ 2,158.30	\$ 1,115.50
Reading Garden	\$ -	\$ 165.00
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ 2,250.00	\$ -
Total Expenses	\$ 74,274.88	\$ 90,316.28
Ending Cash Balance		
General Fund	\$ 619,051.25	\$ 643,100.93
June Macek Fund	\$ 33,692.18	\$ 32,668.45
Reading Garden	\$ 7,676.60	\$ 7,532.63
Launch a Young Reader	\$ 3,790.23	\$ 3,826.87
Pfouts Memorial Fund	\$ 3,822.11	\$ 3,832.80
Capital Improvements Fund	\$ 418,721.65	\$ 419,892.16
Total Ending Cash Balance	\$ 1,086,754.02	\$ 1,110,853.84

Middlefield Banking Company March savings account interest earned was \$161.84.
MBC savings account first quarter interest received was \$475.55.
Rate of Return: 1.21 percent annual yield, month-end balance \$159,191.91.
MBC March checking account interest received was \$443.35.
Rate of Return: 1.21 percent annual yield, month-end balance: \$429,690.70.
March dividend received from STAR Ohio was \$2,150.46.
Rate of Return: 4.87 percent 30-Day Yield; current balance is \$522,642.21.

26-2023 Kristine Thompson moved to accept the February 2023 Financial Statements. The motion was seconded by Forrest Burt, and the resolution was passed unanimously by the Board.

Fiscal Officer’s Remarks:

- 1) Donations received since the March 16, 2023 meeting: General Fund - \$100; two donations to the Annual Fund totaling \$300. No vote required.
- 2) Reminder that Trustee Matt Connors term expires at the end of the year.
- 3) ADA Bathroom remodeling completed by Mike Miller.
- 4) Board officers need to sign paperwork for the bank checking account.

Director’s Report:

Statistics: Katie is encouraged by the March 2023 statistics. Door count was down.

Staffing update:

- The staff update includes a new page, Madi Wagner, who started March 22. Patty Cross’s last day was March 31. The retirement party for Dixie, Patty and Beckie was a success. Ed Worso, Fiscal Officer, started April 3.
- Elevator power outage incident April 5. Procedures reviewed with the fire department.
- Window in the back is severely damaged and covered with a sheet of plywood to prevent possible hazard of glass as a result of a rotten window sash. Mike Miller made the repairs.
- The Library needs to take action on the window replacement project and talk with someone about getting specs, drawings and more information for bidding. The Fiscal Officer will reach out to architecture firms for proposals.
- Conversation about staff meeting and planning for Summer Reading Program.
- Review of next week schedule for Legislative Day.
- Discussion about changes in Summer Reading to allow staff involvement to help engage the staff with the kids by demonstrating participation.

Unfinished Business:

- Discussion about PTO for part time staff. To be reviewed with Personnel Policy in June.

New Business:

Motion Declaring a Principle and Authorized Speaker Regarding the Visa Account: The current standards have changed for public entities as it relates to credit cards, authorized users, and changes. Copy of this letter needs to be sent on library letterhead and signed by the authorizing person.

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Forrest Burt moved to make Edward Worso the principle user for all Burton Public Library VISA credit cards and Katie Ringenbach as the authorized speaker. The motion was seconded by Kristine Thompson. The resolution was passes by the following voice vote: Forrest Burt-Yes; Kristine Thompson-Yes; Sue Miller-Yes; Dawn Tolchinsky-Yes, Judy Starr-Yes; and Kathy Beten-Yes.

Update of the Vehicle Usage Policy: Insurance company, The Ohio Plan, has required this addition to our vehicle use policy (copy to follow): “Must lock vehicle any time it is stopped and left unattended.” Discussion ensued with recommendation to add further language to “notify the Director of any parking or any traffic ticket incurred while operating a library vehicle, or their own vehicle, on library business” from the fourth paragraph.

27-2023

Sue Miller moved to approve amendment of the vehicle policy. Judy Starr seconded. Motion carried unanimously.

Fund Drive Update: The Fund Drive has received to date \$19,625 from 96 donors to date.

Public Comments: No public present.

Trustees made a request for a current list of employees. After announcements of absences during month of May it was determined to cancel the May 2023 meeting. The media will be notified of the cancellation and the changes will be made to the website. The Board will meet again June 15, 2023 at the regular time.

28-2023

Kathy Beten moved to adjourn the meeting. The motion was seconded by Kristine Thompson. The resolution was passed unanimously by the Board.

The meeting adjourned at 7:32 PM.

Respectfully submitted,

Edward J. Worso
Library Fiscal Officer

_____ President

_____ Secretary

_____ Fiscal Officer