

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee February 15, 2018

Board President Dawn Tolchinsky and Library Director Katie Ringenbach reviewed the January 2018 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes February 15, 2018

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

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

Meeting Minutes:

13-2018 With no additions or corrections to the January 18, 2018 regular meeting minutes Matt Connors moved to accept the minutes. The motion was seconded by John Emig and the resolution was passed unanimously by the Board.

Financial Statement:

January 2018	
Beginning Cash Balance	
General Fund	\$147,735.47
June Macek Fund	\$25,946.03
Reading Garden Fund	\$9,382.00
Launch-a-Young Reader Fund	\$4,009.15
Pfouts Memorial Fund	\$3,960.51
Capital Improvements Fund	\$100,021.50
Total Beginning Cash Balance	\$291,054.66
Receipts	
General Fund	\$41,110.94
June Macek Fund	\$0.00
Reading Garden Fund	\$150.00
Launch-a-Young Reader Fund	\$24.00
Pfouts Memorial Fund	\$0.00
Capital Improvements Fund	\$0.00
Total Receipts	\$41,284.94
Expenses	
General Fund	\$61,153.81
June Macek Fund	\$250.00
Reading Garden Fund	\$489.25
Launch-a-Young Reader Fund	\$0.00
Pfouts Memorial Fund	\$0.00
Capital Improvements Fund	\$0.00
Total Expenses	\$61,893.06
Ending Cash Balance	
General Fund	\$127,692.60
June Macek Fund	\$25,696.03
Reading Garden Fund	\$9,042.75
Launch-a-Young Reader Fund	\$4,033.15
Pfouts Memorial Fund	\$3,960.51
Capital Improvements Fund	\$100,021.50
Total Ending Cash Balance	\$270,446.54
The January 2018 interest earned at Middlefield Banking Company was \$64.22.	

14-2018 Judy Starr moved to accept the January 2018 Financial Statement. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) Total donations received since the January meeting: General Fund - \$100, 14th Annual Fund Drive - \$315.
- 2) Positive Pay is fully engaged. Middlefield Banking Company has presented the Fiscal Officer and Deputy Fiscal Officer each an additional level of security. The device is a token that utilizes Wi-Fi to produce a code number when activated, just before processing payroll.

Director's Report:

Statistics: Year to date circulation is up 12.4 percent, in part due to the fact that the Home Service Department had to close for the month of January 2017. Excluding Home Service, circulation is still up.

- "Cassie", a computer management software service provided by CLEVENT, provides many advantages: the public will no longer need to sign in on the log sheets before using the computer, instead they will enter their library card number (or one-time pass number) to have access; library staff can instantly terminate sessions of misbehaving children and tell a patron what computers are available. In addition, sessions will be automatically timed with additional time added if no one is waiting and messages can be sent to the public or first floor staff through the system. With the change to "Cassie" changes to the Internet Use Policy are needed. Katie presented the updated policy, a copy to follow.

15-2018 John Emig moved to replace the current Internet Use Policy, dated March 25, 2013, with the updated Internet Use Policy. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

- CLEVNET will be implementing auto renewals this year; the exact rollout date is unknown. Patrons that have been told about this are very enthusiastic. There will be a reduction in the collection of overdue fees.
- The new CLEVNET App for smart phones is live today.
- There will be an informational meeting on PRIME for the public at the Library on Wednesday, March 14. Katie and Dawn Tolchinsky will be visiting South Range School on February 23 to tour the facility. The school is newer and has a 6,000 square foot media center, similar to the one proposed for the Berkshire Pre-K-16 campus.
- The Library purchased a Roku Express to circulate. The Roku allows access to 27 movies via Wi-Fi.
- Katie and Geauga County Public Library Director Ed Worso have been talking about an alternative to the OLC Trustee Dinner. It was suggested that both Boards get together for a joint meeting. Geauga County Board President suggested that just the Directors and Presidents of the Boards meet. A date will be worked out.
- ALA's annual meeting will be in New Orleans this fall. Katie asked the Board if she could attend. The Board gave verbal permission to pursue.

Unfinished Business:

PRIME Survey: Katie presented the PRIME Survey to the Board. A few revisions were suggested; a copy of the final survey to follow. The mailing of the survey will be to the southern section of the Berkshire School District. It was suggested that POV may be able to do the entire job; a quote will be requested.

New Business:

By-Law review: Two changes were suggested; a more accurate description of the service area (our service area did not change the School District changed) and changing "Ohio Historical Society" to "Ohio History Connection". The topic was tabled until the March meeting.

Behavior Policy: Katie presented the updated Behavior Policy (copy to follow) to the Board; there was a brief discussion resulting in the following:

16-2018 Kathy Beten moved to accept the updated Behavior Policy. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Fund Drive Update: The Fund Drive has receipted \$18,510 from 138 donors.

Public comments: No public present but a letter received from Rev. Jenni Vinecourt was read to the Board. The letter stated her concerns regarding the possibility of the Library location changing from its current location to the Kent State University Geauga Campus/Berkshire Schools Pre-K-16 Campus. A letter thanking her for her input will be sent from the Board.

17-2018 Kathy Beten moved to adjourn the meeting. The motion was seconded by John Emig and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:44 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer

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