

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes

February 15th, 2024

Present: Board Members Dawn Tolchinsky, Judy Starr, Kathy Beten, Sue Miller, Matt Connors, and Forrest Burt; Library Director - Kathryn Ringenbach, Executive Assistant - Caraline Nelson, and Fiscal Officer - Ed Worso were in attendance.

No public was present.

The meeting was called to order at 7:00 PM by Dawn Tolchinsky.

Meeting Minutes:

13-2024 With three corrections (changing the "negations" to "negotiation" under staffing updates, changing "considered" to "investigating" under the motion for executive session, and to include the roll call vote for executive session) Kathy Beten moved to accept the Jan 18th, 2024, minutes meeting minutes as corrected. Forest Burt seconded that motion.

Fiscal Officer's Report:

Fiscal Officer, Ed Worso, presented two donations totaling \$115. Additionally, he discussed some changes to bill payments.

14-2024 Judy Starr moved to accept the January 2024 Financial Statements. The motion was seconded by Matt Connors and the resolution was passed.

Ed Worso then spoke about closing out 2023 and the year end balance.

The windows project and Middlefield Bank's recent changes to fraud prevention were also discussed.

Directors Remarks:

Katie Ringenbach reported on increased circulation statistics and being close to hiring an adult services assistant. However, one of our pages, Linda Mullet, has turned in her notice. However, she was only working one day a week, and we will not fill this now. She then discussed how we will be having book sales from 10 - 2 every Sunday through March during the pancake breakfasts. Additionally, she shared that we had our fire inspection done and spoke on the recent event she attended "Can Libraries Be Everything to Everyone" at the City Club of Cleveland.

Katie Ringenbach also spoke about how the Head of Youth Services, Eli Millette, wants to apply for a grant to help fund some additional summer reading programming that would include staff from the Great Lakes Science Center coming out and doing a program with robots.

Katie Ringenbach then discussed the hiring search for a new Fiscal Officer and how they received three applicants, but they didn't meet the role's minimum requirements. However, they did receive another applicant this week that looked promising, and she stated they would have an interview with this person on Monday at 10 a.m. She then discussed with the board setting up a time for an interview with the finalist candidate because they would like to

onboard them before the next board meeting and tentatively settled on February 24th.

Unfinished Business: None

New Business:

After this, a discussion took place about how we were posting times for our regularly scheduled meetings. It is currently listed on our website.

15-2024 Forrest Burt moved that we add to our operating policies that "Persons may determine the time and place of regularly scheduled meetings by consulting the website, burtonlibrary.org, and viewing the posting on the official bulletin board of the Burton Public Library, located opposite the circulation desk." Sue Miller seconded the motion. The motion passed.

16-2024 Forrest Burt also moved that "Any person upon request, will be provided advanced notification of all movements, either for free by email or through the mail at the cost of postage." Sue Miller seconded the motion. The motion passed.

Fund Drive Update: Katie Ringenbach then reported on the fund drive stating that we had received 79 donations so far totaling \$16,420.

Public Comments: None.

17-2024 Kathy Beten moved to adjourn the meeting. The motion was seconded by Judy Starr and the resolution was passed by the Board.

The meeting was adjourned at 7:49
Respectfully submitted,

Caraline Nelson
Executive Assistant to the Director,

_____	President
_____	Secretary
_____	Fiscal Officer