

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Board Organizational Meeting Minutes

January 18th, 2024

Present: Board Members Judy Starr, Kristine Thompson, Kathy Beten, and Forrest Burt; Library Director - Kathryn Ringenbach and Executive Assistant - Caraline Nelson were in attendance. Public: Matt Connors.

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

Board Reorganization:

The swearing-in of Board member Matt Connors was tabled, pending school board approval, until Feb 15th.

Election of Officers for the Year 2024:

Dawn Tolchinsky proposed keeping the same slate of officers with Dawn Tolchinsky - President, Forrest Burt - Vice-President, and Sue Miller - Secretary. There were no other nominations.

1- 2024 Judy Starr moved to accept the slate of Officers of the Board of Trustees as stated above for the year of 2024. The motion was seconded by Kristine Thompson and the resolution passed unanimously by the Board.

Appoint Fiscal Officer and Deputy Fiscal Officer:

Ed's retirement date of March 31st, 2024, was announced.

2-2024 Judy Starr moved to rehire Ed Worso at an hourly rate of \$26.00 for 32 hours per week and to reappoint Caraline Nelson as Deputy Fiscal Officer at an hourly rate of \$17.69. The motion was seconded by Forrest Burt and the resolution was passed unanimously by the Board.

Approve Bond for Fiscal Officer: The cost of the required \$50,000 bond provided by Zurich North America Surety for the Fiscal Officer and Deputy Fiscal Officer increased by \$20.00 to \$193.00 per year.

3-2024 Kristine Thompson moved to approve the 2024 bond for the Fiscal Officer and Deputy Fiscal Officer at the cost of \$193.00 per year. The motion was seconded by Kathy Beten and the resolution was unanimously passed by the Board.

Set Date and Time for Regular Meetings:

4-2024 Forrest Burt moved to set the Regular Board meetings at 7:00 PM on the third Thursday of the month, excluding August and the December meeting will be held the second Thursday, December 12. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

Designated Newspaper of Record:

5-2024 Judy Starr moved to designate *The Geauga County Maple Leaf* as the newspaper of record for the Burton Public Library. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Appoint Standing Committees:

Proposed Standing committees are as follows:

2024 Salary Committee: Judy Starr, Kristine Thompson, Forrest Burt

2024 Personnel Committee: Kathy Beten, Matt Connors, and Sue Miller

2024 Building Committee: Matt Connors, Forrest Burt, Lon Miller, and Sean Thompson with Katie Ringenbach and Fiscal Officer

2024 Records Committee: Chair Sue Miller, all available Board members and Fiscal Officer.

6-2024 Judy Starr moved to approve the Committees as listed above. The motion was seconded by Forrest Burt and the resolution was passed unanimously by the Board.

Meeting Minutes:

7-2024 With one correction (changing "large" to "largest" under the Fiscal Officer Remarks) to the December 14, 2023 minutes, Kristine Thompson moved to accept the minutes. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

Fiscal Officer's Report:

In the fiscal officer's absence, Katie Ringenbach presented the bills and bank reconciliation.

8-2024 Judy Starr moved to accept the December 2023 Financial Statements. The motion was seconded by Forrest Burt and the resolution was passed unanimously by the Board.

Deputy Fiscal Officer, Caraline Nelson, presented our donations received since the December 2023 meeting, General Fund - \$420.30, Annual Fund Drive - \$2,795, Joseph Derket Launch-A-Young-Reader - \$76.00, and June Macek Fund - \$12,500.00. Donations that exceeded \$249: to the General Fund - \$370.30 from the James Endowment Foundation, to the Annual Fund \$300 from Andy and Linda Baker, \$250 from Dave and Karen Braun, \$250 from John Epprecht, \$500 from Jay and Sue Giles, \$250 from Tom and Tina Mooney. Also, a donation of \$12500 was made by Steve Macek to the June Macek Fund.

9-2024 Kathy Beten moved to accept the donations listed above. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Katie Ringenbach discussed how McPhillips Plumbing, Heating & Air Conditioning has offered us a lower bid of \$4,489, as compared to the \$4750 bid given by Geauga Mechanical for a Preventative Maintenance Service Contract.

The windows project was also discussed.

10-2024 Forest Burt moved to execute an agreement with McPhillips less than or equal to and annual amount of \$4500. Judy Starr seconded, and the resolution was passed unanimously by the Board.

Director’s Report:

Library Director, Katie Ringenbach noted that 2023 had been an up year for circulation and that this was the best year for computer usage since 2019. She talked about how many of our statistics, particularly our program attendance statistics, are still working their way back up to pre-pandemic numbers but were at the highest they have been since 2019. However, Young Adult programming attendance this year exceeded pre-pandemic attendance numbers with the success of our Dungeons and Dragons programming.

Staffing Update: Katie Ringenbach stated that while an interview was held, a suitable adult services assistant has not been found, but discussion was held about making it a hybrid position for an existing staff member. That said, a few more applications were received this week.

Katie Ringenbach also stated that she was looking into the “Better You, Better Ohio! Workplace Health and Wellness Program” through the Ohio Bureau of Workers’ Compensation as a possible wellness program for staff. She then went on to discuss the issues with the Clevnet App not currently working and how Clevnet is now in negotiation with new app providers.

There has been an increase in public records requests by an anonymous individual requesting the employment records, including employment applications, interview notes, reference checks, salary records, records of hours worked, and benefits information of some employees. We are currently consulting with our representative at the prosecutor's office, discussing which documents of those requested are considered public records. This individual also made accusations regarding the individuals they requested the records of.

11-2024 Judy Starr moved to enter Executive session at 7:30 PM for the purpose of investigating complaints against public employees; public Matt Connors, Executive Assistant Caraline Nelson, and Library Director Katie Ringenbach were invited to stay. The motion was seconded by Forrest Burt then put to a roll call vote.

Judy Starr - Yes

Forrest Burt – Yes

Kristine Thompson – Yes

Kathy Beten – Yes

The Board came out of Executive Session at 7:37 PM.

Unfinished Business: None

New Business:

The posting for the Fiscal Officer has been written with some changes from the previous one. This posting will state that the hours are flexible part time between 24 – 32 per week. Full-time could be an option. The hope is reducing the hours might attract more applicants. There may be additional hours during the training period. Additionally, the starting rate was listed at \$24 an hour.

Discussion was had about possible closure due to severe snowstorm warnings.

Fund Drive Update: Library Director Kathryn Ringenbach provided a fund drive update stating that to date we have received 78 donations to the annual fund drive totaling \$16,370.

Public Comments: Matt Connors told the Board that they are doing a great job and to keep it up.

12-2024 Judy Starr moved to adjourn the meeting. The motion was seconded by Kristine Thompson 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