

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Board Meeting Minutes

March 21, 2024

**Present:** Board Members Dawn Tolchinsky, Judy Starr, Kathy Beten, Kristine Thompson, and Matt Connors; Library Director - Kathryn Ringenbach, Fiscal Officer - Ed Worso, and Fiscal Officer - Marie Schwindl were in attendance.

No public was present.

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

### **Meeting Minutes:**

**21-2024** Kathy Beten moved to accept the Feb 15, 2024 meeting minutes and the Feb 24 special meeting minutes, Judy Starr seconded that motion and the resolution was passed by the Board with Kristine Thompson abstaining.

### **Financial Statement:**

Fiscal Officer Ed Worso presented the Financial Statements.

**22-2024** Matt Connors moved to accept the February 2024 Financial Statements. The motion was seconded by Kristine Thompson and the resolution was passed.

### **Fiscal Officer's Report:**

Fiscal Officer Ed Worso presented donations totaling \$166.35. Additionally, training for Marie and the credit card policy were discussed.

### **Directors Remarks:**

Katie Ringenbach reported on statistics.

Staffing Update:

- Colton Provens began as Adult Services Assistant 2/22
- Page Linda Mullet's last day was 2/27
- Marie Schwindl started 3/18

Katie Ringenbach also spoke about the upcoming eclipse stating that some libraries in the area, including Geauga County Public Library, are closing for the day. Unless there are objections, the library intends to stay open and provide snacks and activities. Vector conducted a 2-day fire alarm inspection. The Library was awarded a LSTA grant to host science programs and a robotics camp. Katie presented a key receipt acknowledgement, lost keys issue. Policy is not clear on next steps. Do we want to re-key the whole building? The Board requested Katie check with the employee to see if there were identifying aspects. Find out how much it costs to rekey the whole building. Review possibility of using ID card to enter building. Options will be explored.

### **Unfinished Business:**

Windows Update

**New Business:**

**23-2024** Annual Permanent Appropriations approval

**Permanent Appropriations**

The Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, met in Regular Session on the 21st day of March, 2024, at the Burton Public Library with the following members present:

Mr. Matthew Connors      Mrs. Dawn Tolchinsky      Mrs. Kristine Thompson  
Mrs. Judy Starr              Mrs. Kathy Beten

**Kathy Beten** moved to adopt the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that receipt of the Amended Certificate of the County Budget Commission of Estimated Resources from the County Auditor including resources meeting or exceeding \$2,099,084.92, for all funds,

BE IT FURTHER RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31<sup>st</sup>, 2024, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the:

<b>General Fund</b>	
Salaries & Benefits	\$ 717,150.04
Supplies	\$ 42,000.00
Purchased & Contracted Services	\$ 180,180.00
Library Materials & Information	\$ 167,350.00
Capital Outlay	\$ 30,000.00
Other Objects	\$ 3,200.00
Contingency	\$ 30,000.00
<b>General Fund Total</b>	<u>\$ 1,169,880.04</u>
<b>June Macek Fund</b>	<b>\$ 18,750.00</b>
<b>Reading Garden Fund</b>	<b>\$ 5,000.00</b>
Launch-A-Young Reader Fund	<u>\$ 2,000.00</u>
<b>Special Revenue Funds Total</b>	<b><u>\$ 25,750.00</u></b>
<b>Capital Improvements Fund</b>	<b>\$ 205,000.00</b>
<b>Total Permanent Appropriations (all funds)</b>	<b><u>\$1,400,630.04</u></b>

**Kristine** seconded the Resolution and the roll called for its adoption, the vote resulted as follows:

Mrs. Kathy Beten - Yes    Mrs. Kristine Thompson – Yes  
Mr. Matthew Connors – Yes   Mrs. Dawn Tolchinsky – Yes   Mrs. Judy Starr - Yes

**Fund Drive Update:** Katie Ringenbach then reported on the fund drive stating that we had received 80 donations so far totaling \$16,520.

**Public Comments:** None.

**24-2024**    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 7:48

Respectfully submitted,

Edward Worso (retired)  
Fiscal Officer,

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President

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Secretary

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Fiscal Officer