

Board of Trustees of Morley Library

December 19, 2018

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on December 19, 2018 by Mr. Keener. The following members were present:

Ms. Coffee	Mr. Di Iorio	Mr. Keener	Mr. Malchesky
Rev. Mirbel	Ms. Nasca	Dir. Martinez	Ms. Norman

The minutes of the November 14, 2018 regular Board Meeting were reviewed. Mr. Di Iorio moved that the minutes be approved as submitted, Mr. Malchesky seconded, and the motion carried unanimously.

Ms. Norman presented the November financial reports. Rev. Mirbel moved that the reports be accepted, Mr. Di Iorio seconded, and the motion passed unanimously.

Ms. Norman asked that the Board reallocate the following line items in the General Fund's 2018 Appropriation: \$850 to #1630 Dental Insurance from #1610 Medical Insurance; \$50 to #1660 Life Insurance from #1610 Medical Insurance; \$5,000 to #2200 Maintenance Supplies from #3310 Building Maintenance; \$500 to #2900 Other Supplies from #3310 Building Maintenance; \$50 to #3152 Program Refreshments – Children from #3752 Program Services - Children; and \$1,000 to #5520 Software from #5510 Furniture & Equipment. Ms. Coffee so moved, Ms. Nasca seconded, and the motion carried unanimously.

Mr. Di Iorio proposed the following resolution:

**Resolution 2018-13**

**Authorizing the Fiscal Officer to Reallocate Line Items for the Purpose of Closing the 2018 Books**

RESOLVED, that the Fiscal Officer is authorized by this Board to make any line item reallocations to the 2018 Appropriation as necessary to close out the Library's books for calendar year 2018. Any changes made will be reviewed with the Board at its January 2019 organizational meeting.

Ms. Nasca seconded and the resolution carried unanimously.

Ms. Norman requested that the Board make the following resolution:

**Resolution 2018-14**

**Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the Lake County Auditor**

RESOLVED, by the Board of Trustees of Morley Library, Lake County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1<sup>st</sup>, 2019; and

WHEREAS, the Budget Commission of Lake County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, by the Board of Trustees of Morley Library, Lake County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, that there be and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

General Fund	\$1,170,834.00
Debt Service Fund	<u>900,468.00</u>
<b>TOTAL</b>	<b>\$2,071,302.00</b>

County Auditor's Estimate of Tax Rate to be Levied (outside 10 mill limit) = 1.70  
General Fund Levy authorized by voters on 11/04/14, not to exceed 5 years = 1.00

And be it further RESOLVED, that the Fiscal Officer of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Mr. Malchesky so moved, Ms. Coffee seconded, and the resolution passed unanimously.

Ms. Nasca recommended adoption of the following resolution:

**Resolution 2018-15 Temporary Appropriation for 2019**

**GENERAL FUND**

**Salaries and Leave Benefits**

1100 Salaries	\$112,000
1400 OPERS	15,000
1610 Health Insurance	70,000
1620 Medicare	1,600
1650 Worker's Compensation	900
1910 Employee Memberships	<u>300</u>
	\$199,800

**Supplies**

2110 General & Administrative Supplies	\$ 500
2120 Processing Supplies	1,000
2151 Programming Supplies – Adult & Teen	600
2152 Programming Supplies – Children	600
2200 Maintenance & Repair Supplies	3,000
2900 Other Supplies	<u>100</u>
	\$ 5,800

**Purchased & Contracted Services**

3110 Travel & Meetings	\$ 500
3120 Training Expense	200
3151 Programming Refreshments – Adult & Teen	100
3200 Communication, Printing, Publicity	2,100
3250 Marketing Expense	200
3310 Building Maintenance	10,000
3320 Equipment Maintenance	2,000
3370 Security	11,000
3400 Insurance	1,000
3500 Rents & Leases	1,700
3600 Utilities	8,000
3700 Professional Services	8,000
3751 Programming Services – Adult & Teen	300
3752 Programming Services – Children	300
3800 Library Material Control Services	<u>25,000</u>
	\$ 70,400

**Library Materials & Information**

4100 Books & Pamphlets	\$20,000
4110 E Books	6,000
4200 Periodicals	300
4320 Music CDs	500
4321 Digital Music	400
4330 Audio Books	1,500
4332 Digital Audiobooks	2,300
4360 DVDs	4,000
4361 Digital DVDs	600
4362 Digital TV	200
4370 BluRays	800
4380 Video Games	500
4510 Data Bases	5,500
4920 Hot Spots – Data Packages	<u>1,200</u>
	\$ 43,800

**Capital Outlay**

5520 Software	\$ 1,300
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**Other Objects**

7100 Dues & Memberships	\$ 4,300
7200 Taxes & Assessments	500
7500 Refunds & Reimbursements	<u>100</u>
	\$ 4,900

**Contingency**

8900 Contingency	\$ 6,000
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**TOTAL GENERAL FUND                   \$332,000**

**SPECIAL PROJECTS FUND**

3110 Travel & Meeting Expense	<u>\$ 800</u>
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**TOTAL SPECIAL PROJECTS FUND   \$ 800**

**TRUST FUND**

3110 Travel & Meeting Expense	<u>\$ 500</u>
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**TOTAL TRUST FUND                   \$ 500**

**TOTAL EXPENDITURES – ALL FUNDS   \$333,300**

Mr. Malchesky seconded and the motion carried unanimously.

Ms. Norman reviewed the Library salary plan for 2019. In keeping with the November Board directive allowing \$37,500 for salary increases, the majority of Staff will receive a 3% increase effective January 1. Eight employees will vary from this for a number of reasons which were detailed separately. The net cost of salary actions will be \$37,460, resulting in a total average (unweighted) staff salary at 29% of range. Rev. Mirbel moved that the Plan be accepted, Ms. Coffee seconded, and the motion was unanimously approved.

Director Martinez announced that the Library's circulation continues to show a substantial increase since joining the CLEVNET consortium. The increases for the last few months of the year more than offset the previous months' declines, resulting in a very slight increase for Total Year 2018 over the prior year.

Mr. Malchesky moved that the Board adjourn to Executive Session for the purpose of discussing administrative performance and compensation. Ms. Nasca seconded, the motion carried unanimously, and the session began at 5:12 P.M. At 5:28 P.M. Ms. Coffee moved that the Board complete its executive session and resume open deliberations. Mr. Malchesky seconded and the motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:30 P.M.

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Kenneth Keener, President

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Catherine Nasca, Secretary