

Board of Trustees of Morley Library

March 20, 2019

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on March 20, 2019 by Mr. Keener. The following members were present:

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

The minutes of the February 20, 2019 regular Board Meeting were reviewed. Rev. Mirbel moved that the minutes be approved as submitted, Mr. Malchesky seconded, and the motion carried unanimously.

Ms. Norman reviewed the February Treasurer's Report. Ms. Coffee moved that the report be accepted, Rev. Mirbel seconded, and the motion passed unanimously.

Ms. Norman distributed copies of the proposed 2019 Permanent Appropriation. She noted that General Fund expenditures were projected to exceed revenues; however, the accumulated surplus in the General Fund should more than cover any shortfalls. She recommended approval of the following:

Resolution 2019-06 Permanent Appropriation for 2019

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$1,308,994
1400 OPERS	180,091
1610 Medical Insurance	258,939
1620 Medicare	18,981
1630 Dental Insurance	19,532
1640 Vision Insurance	1,507
1650 Worker's Compensation	2,870
1660 Life Insurance	539
1670 Unemployment Compensation	1,300
1910 Employee Memberships	<u>1,000</u>
	\$1,793,753

Supplies

2110 General & Administrative Supplies	\$ 5,100
2120 Processing Supplies	16,400
2151 Program Supplies – Adult & Teen	6,000
2152 Program Supplies – Children	10,000
2200 Maintenance & Repair Supplies	21,000
2900 Other Supplies	<u>2,200</u>
	\$ 60,700

Purchased & Contracted Services

3110 Travel & Meetings	\$ 12,500
3120 Training	4,700
3151 Program Refreshments – Adult & Teen	1,000
3152 Program Refreshments – Children	500
3200 Communication, Printing, Publicity	21,900
3250 Marketing Expense	3,500
3310 Building Maintenance	122,000
3320 Equipment Maintenance & Repair	17,500
3370 Security	47,000
3400 Insurance	14,400
3500 Rents & Leases	7,300

3600 Utilities	160,000
3700 Professional Services	42,200
3751 Program Services – Adult & Teen	5,000
3752 Program Services – Children	3,000
3800 Library Material Control Services	<u>102,500</u>
	\$565,000

Library Materials & Information

4100 Books & Pamphlets	\$185,200
4110 E Books	20,000
4200 Periodicals	16,700
4210 E Periodicals	5,800
4320 AV - Music CDs	9,500
4321 AV – Digital Music	1,500
4330 AV - Audiobooks	13,500
4332 AV – Digital Audiobooks	12,000
4360 AV – DVDs	42,000
4361 AV – Digital DVDs	3,000
4362 AV – Digital TV Series	2,000
4380 AV – Video Games	15,000
4510 Data Bases	32,600
4900 Other Library Materials	1,500
4910 Hot Spots – Hardware	150
4920 Hot Spots – Data Packages	<u>3,600</u>
	\$364,050

Capital Outlay

5510 Furniture & Equipment	\$ 14,800
5520 Software	<u>5,300</u>
	\$ 20,100

Other Objects

7100 Dues & Memberships	\$ 12,000
7200 Taxes & Assessments	520
7500 Refunds & Reimbursements	<u>150</u>
	\$ 12,670

Contingency

8900 Contingency	\$ 70,000
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TOTAL GENERAL FUND \$2,886,273

SPECIAL PROJECTS FUND

3110 Travel & Meeting Expense	\$ 1,500
3200 Communications	3,000
3500 Rentals	2,100
3700 Professional Services	<u>8,000</u>

TOTAL SPECIAL PROJECTS FUND \$ 14,600

DEBT SERVICE FUND

3700 Professional Services	\$ 10,000
6100 Redemption of Principle	860,000
6200 Interest Expense	<u>44,550</u>

TOTAL DEBT SERVICE FUND \$ 914,550

BUILDING FUND

3700 Professional Services	\$ 10,000
5400 Building Improvements	300,000
5510 Furniture & Equipment	<u>65,000</u>

TOTAL BUILDING FUND \$ 375,000

TRUST FUND

1190 Termination Payments	\$ 24,004
1620 Medicare	348
2110 General & Administrative Supplies	1,400
3110 Travel & Meeting Expense	<u>500</u>

TOTAL TRUST FUND \$ 26,252

ENDOWMENT FUND

4100 Books & Pamphlets	\$ <u>1,000</u>
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TOTAL ENDOWMENT FUND \$ 1,000

TOTAL EXPENDITURES – ALL FUNDS \$4,217,675

Ms. Coffee moved adoption of the Resolution, Ms. Nasca seconded, and the motion carried unanimously.

Ms. Norman reported that Shaley Vancic had been hired to fill the open Circulation Services position and that the Library was now at full staffing level. She also noted that the County had begun random testing for nicotine and that all medical insurance enrollees and their spouses were subject to this testing.

Director Martinez reported that she and Ms. Norman had done an intake interview with Mandy Simon of the State Library regarding the strategic plan/space utilization study. She gave an update on the many building maintenance issues being discovered by the Facilities Administrator; reminded Board members of the upcoming League of Libraries Writer's Showcase on April 13; and noted that February circulation increased 28% over the prior year. The newly-redone Early Literacy Play Area, made possible by donations in memory of Susan Fratianne, will be formally dedicated April 5. She also reported that she has had preliminary discussions with Painesville Local School District officials regarding a joint project modeled after Mentor High School's "Hub".

Director Martinez noted that since the previous meeting John Reho and Mary Ann Thyken had donated \$200 for genealogy services rendered. Mr. Malchesky moved that the gift be accepted with gratitude, Ms. Coffee seconded, and motion carried unanimously.

Director Martinez reminded the Board of the upcoming OLC Trustees Dinner to be held April 25, and asked members to contact her if interested in attending.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:35 P.M.

Kenneth Keener, President

Catherine Nasca, Secretary