

Board of Trustees of Morley Library

December 15, 2021

A regular meeting of the Board of Trustees of Morley Library was called to order at 3:00 P.M. on December 15, 2021 by Mr. Keener. The following members were present:

Mr. Di Iorio	Mr. Gorom	Mr. Keener	Ms. Lipps
Ms. Nasca	Ms. Severa	Dir. Martinez	Ms. Norman

The minutes of the November 17, 2021 regular Board Meeting were reviewed. Mr. Gorom moved that the minutes be approved as submitted, Ms. Lipps seconded, and the motion carried unanimously.

Ms. Norman presented the November financial reports. Ms. Nasca moved that the reports be accepted, Mr. Gorom seconded, and the motion passed unanimously.

Ms. Norman asked that the Board reallocate the following line items in the General Fund's 2021 Appropriation: \$500 to #1650 Worker's Compensation Insurance from #1100 Salaries; \$500 to #3110 Travel & Meeting Expense from #3120 Training Expense; \$5 000 to #4100 Books & Pamphlets from #4110 E Books; \$300 to #4320 Music CDs from #4360 DVDs; and \$800 to #4330 Audiobooks from #4360 DVDs. Ms. Severa so moved, Ms. Lipps seconded, and the motion carried unanimously.

Ms. Nasca proposed the following resolution:

Resolution 2021-10

Authorizing the Fiscal Officer to Reallocate Line Items for the Purpose of Closing the 2021 Books

RESOLVED, that the Fiscal Officer is authorized by this Board to make any line item reallocations to the 2021 Appropriation as necessary to close out the Library's books for calendar year 2021. Any changes made will be reviewed with the Board at its January 2022 organizational meeting.

Mr. Di Iorio seconded and the resolution carried unanimously.

Ms. Lipps recommended adoption of the following resolution:

Resolution 2021-11

Temporary Appropriation for 2022

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$115 000
1400 OPERS	15 000
1610 Health Insurance	75 000
1620 Medicare	1 800
1910 Employee Memberships	<u>200</u>
	\$207 000

Supplies

2110 General & Administrative Supplies	\$ 500
2120 Processing Supplies	500
2151 Programming Supplies – Adult & Teen	300
2152 Programming Supplies – Children	500
2200 Maintenance & Repair Supplies	1 500
2900 Other Supplies	<u>200</u>
	\$ 3 500

Purchased & Contracted Services

3110 Travel & Meetings	\$ 500
3120 Training Expense	300
3200 Communication, Printing, Publicity	500
3250 Marketing Expense	200
3310 Building Maintenance	25 000
3320 Equipment Maintenance	2 800
3370 Security	12 000
3400 Insurance	1 000
3500 Rents & Leases	1 700
3600 Utilities	35 000
3700 Professional Services	4 000
3751 Programming Services – Adult & Teen	500
3752 Programming Services – Children	500
3800 Library Material Control Services	<u>23 000</u>
	\$107 000

Library Materials & Information

4100 Books & Pamphlets	\$15 000
4110 E Books	5 000
4200 Periodicals	300
4320 Music CDs	500
4321 Digital Music	300
4330 Audio Books	1 800
4332 Digital Audiobooks	4 500
4360 DVDs	3 000
4361 Digital DVDs	800
4362 Digital TV	800
4380 Video Games	1 500
4510 Data Bases	2 500
4920 Hot Spots – Data Packages	<u>1 500</u>
	\$ 37 500

Capital Outlay

5520 Software	\$ 1 500
---------------	----------

Other Objects

7100 Dues & Memberships	\$ 5 000
7200 Taxes & Assessments	520
7500 Refunds & Reimbursements	<u>100</u>
	\$ 5,620

Contingency

8900 Contingency	\$ 9 000
------------------	----------

TOTAL GENERAL FUND \$371 120

TRUST FUND

2900 Other Supplies	<u>\$ 200</u>
---------------------	---------------

TOTAL TRUST FUND \$ 200

TOTAL EXPENDITURES – ALL FUNDS \$371 320

Ms. Severa seconded and the motion carried unanimously.

Ms. Norman reviewed the Library salary plan for 2022. She noted that several factors (rising inflation, the "Great Resignation", and Covid-related issues) were considered when arriving at the proposal. The majority of Staff will receive a 4% increase effective January 1. Five employees will vary from this for a number of reasons which were detailed separately. The net cost of salary actions will be \$47 341, resulting in a total average (unweighted) staff salary at 20% of range. Mr. Gorom moved that the Plan be accepted with the caveat that it be relooked in six months for possible adjustments, Ms. Lipps seconded, and the motion was unanimously approved.

Ms. Norman reviewed the HR Happenings, noting that 5 part time positions will need to be filled when the Library resumes its pre-Covid operating hours next year.

Director Martinez reported that the new microfilm reader/scanner/printer had arrived and would be installed shortly. She and the management team are evaluating staffing in the Genealogy room to reduce involvement of Children's Services staff; one possibility is installation of a "hot line" phone that would connect patrons to Adult Services staff for assistance.

Ms. Lipps moved that the Board adjourn to Executive Session for the purpose of discussing administrative performance and compensation. Ms. Severa seconded, the motion carried unanimously, and the session began at 4:00 P.M. The executive session concluded at 4:15 P.M.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 4:20 P.M.

Kenneth Keener, President

Catherine Nasca, Secretary