

Board of Trustees of Morley Library

January 15, 2020

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on January 15, 2020 by Mr. Keener. The following members were present:

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

Also present were Painesville Municipal Court Judge Hon. Paul Malchesky and Stanley Gorom, newly-appointed Library Trustee. Judge Malchesky administered the oath of office to Mr. Gorom.

The minutes of the December 18, 2019 regular Board Meeting were reviewed. Rev. Mirbel moved that the minutes be approved as submitted, Ms. Coffee seconded, and the motion carried unanimously.

Ms. Norman reviewed the preliminary December Treasurer's Report. Ms. Nasca moved that the report be accepted, Ms. Lipps seconded, and the motion passed unanimously.

Ms. Norman called the Board's attention to the 2019 General Fund Appropriation line item reallocations that she made in accordance with the resolution (2019-12) passed at the December regular board meeting to close out the Library's 2019 financial records:

\$50 to #1660 Life Insurance from #1610 Health Insurance
\$200 to #2900 Other Supplies from #2110 General & Administrative Supplies
\$500 to #3120 Training Expense from #3110 Travel & Meeting Expense
\$6 000 to #3600 Utilities from #3310 Building Maintenance
\$6 000 to #3600 Utilities from #3370 Security
\$700 to #5520 Software from #5510 Furniture & Equipment

Ms. Norman reported that the 2020 Permanent Appropriation would be presented at a later meeting, and asked that the following additional Temporary Appropriation be adopted:

Resolution 2020-01 Temporary Appropriation II for 2020

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$115 000
1400 OPERS	15 000
1620 Medicare	1 700
1910 Employee Memberships	<u>200</u>
	\$131 900

Supplies

2110 General & Administrative Supplies	\$ 500
2120 Processing Supplies	500
2151 Program Supplies – Adult & Teen	1 000
2152 Program Supplies – Children	2 000
2200 Maintenance Supplies	2 000
2900 Other Supplies	<u>300</u>
	\$ 6 300

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

Ms. Lipps so moved, Ms. Coffee seconded, and the motion carried unanimously.

Ms. Norman reviewed the month's HR Happenings.

Director Martinez reviewed the preliminary year end Circulation Statistics report. She also reported on current projects in the Facilities and IT areas.

Director Martinez distributed a written assessment of the prior Strategic Plan, then discussion moved to the update. After reviewing the Plan Rev. Mirbel moved that it be adopted as submitted, Ms. Coffee seconded, and the motion passed unanimously.

Director Martinez reported that the Library had been given a bequest of \$34 776.48 from the Betty Lou Grzesiow Trust. Ms. Lipps moved that the gift be accepted with gratitude, Ms. Nasca seconded, and the motion carried unanimously.

Ms. Norman requested that her title be changed to Administrative Services Manager to reflect her expanded responsibilities. Ms. Lipps so moved, Rev. Mirbel seconded, and the motion passed unanimously; however, Mr. Gorom asked that the change be cleared with the County Prosecutor's Office first.

Ms. Coffee moved that the Board reappoint Peggy A. Norman as Fiscal Officer for 2020. Ms. Nasca seconded and the motion carried unanimously.

Ms. Coffee moved that the Board reappoint Aurora Martinez as Deputy Fiscal Officer for 2020. Ms. Nasca seconded and the motion carried unanimously.

Ms. Lipps moved that the Board re-elect current officers Mr. Kenneth Keener (President), Ms. Sandra Coffee (Vice-President), and Ms. Catherine Nasca (Secretary) for 2020. Ms. Nasca seconded and the motion passed unanimously.

Director Martinez requested that the following resolution be approved:

RESOLUTION 2020-03 Disposal of Surplus Materials

BE IT RESOLVED, that the Director of Morley Library is authorized to dispose of any surplus Library property as appropriate. This includes furniture and equipment as well as Library materials such as books and DVDs.

Ms. Coffee so moved, Rev. Mirbel seconded, and the motion carried unanimously.

Director Martinez reviewed some recommended revisions to the Library's Loan Policies regarding video games and to the Library's Behavior and Conduct policy. Ms. Nasca moved that the revisions be approved, Ms. Coffee seconded, and the motion carried unanimously.

Under Remarks for the Good of the Order, Rev. Mirbel announced that he had been awarded this year's Ohio Dr. Martin Luther King Jr. Governor's Humanitarian Award.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:40 P.M.

Kenneth Keener, President

Catherine Nasca, Secretary