

Board of Trustees of Morley Library

January 20, 2021

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on January 20, 2021 by Mr. Keener. The following members were present:

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

The minutes of the December 16, 2020 regular Board Meeting were reviewed. Mr. Keener moved that the minutes be approved as submitted, Mr. Gorom seconded, and the motion carried unanimously.

Review of the year end financial reports was postponed to the February meeting.

Ms. Norman called the Board's attention to the 2020 Appropriation line item reallocations that she made in accordance with the resolution (2020-13) passed at the December regular board meeting to close out the Library's 2020 financial records:

GENERAL FUND

\$134.71 to #1650 Worker's Compensation Insurance from #1670 Unemployment Insurance

SPECIAL REVENUE FUND

\$13.20 to #212-2200 CARES Maintenance Supplies from #212-1670 CARES Unemployment Ins

\$1.26 to #212-2200 CARES Maintenance Supplies from #212-2110 CARES General Supplies

\$316.66 to #212-2200 CARES Maintenance Supplies from #212-3310 CARES Bldg Maintenance

\$188.90 to #212-2200 CARES Maintenance Supplies from #212-5510 CARES Furniture & Equip

\$25.12 to #212-2200 CARES Maintenance Supplies from #212-5520 CARES Software

TRUST FUND

\$100 to #1620 Medicare from #1400 OPERS

In addition, \$16,500 was added to the Trust Fund Appropriation for #1100 Salaries

Ms. Lipps moved to approve the adjustments as presented, Ms. Nasca seconded, and the motion passed unanimously.

Ms. Norman commented that the 2021 Permanent Appropriation would be presented at a later meeting, and asked that the following additional Temporary Appropriation be adopted:

Resolution 2021-01 Temporary Appropriation II for 2021

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$105 000
1400 OPERS	15 000
1620 Medicare	1 600
1910 Employee Memberships	<u>200</u>
	\$121 800

Supplies

2110 General & Administrative Supplies	\$ 500
2120 Processing Supplies	500
2151 Program Supplies – Adult & Teen	200
2152 Program Supplies – Children	200
2200 Maintenance Supplies	1 500
2900 Other Supplies	<u>200</u>
	\$ 3 100

Purchased & Contracted Services

3110 Travel & Meeting Expense	\$ 200
3120 Training Expense	100
3250 Marketing Expense	200
3310 Building Maintenance	5 000
3400 Insurance	1 000
3500 Rents & Leases	1 700
3600 Utilities	15 000
3700 Professional Services	4 000
3751 Program Services – Adult & Teen	200
3752 Program Services – Children	200
	<u>200</u>
	\$ 27 600

Library Materials & Information

4100 Books & Pamphlets	\$ 10 000
4110 E Books	1 000
4200 Periodicals	300
4330 Audiobooks	1 200
4332 Digital Audiobooks	1 500
4360 DVDs	1 500
4380 Video Games	500
4510 Data Bases	1 000
	<u>1 000</u>
	\$ 17 000

Capital Outlay

5520 Software	\$ 1 000
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Other Objects

7100 Dues & Memberships	\$ 500
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Contingency

8900 Contingency	\$ 3 000
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TOTAL GENERAL FUND \$174 000

DEBT SERVICE FUND

9900 Transfers Out	\$ 27 000
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TOTAL DEBT SERVICE FUND \$ 27 000

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

Ms. Norman announced that Jessica Smith had been hired as Children’s Services Manager; Jessica was most recently a Children’s Librarian at Euclid Public Library. She also briefed the Board on COVID-19 impacts on Library staff.

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

**Resolution 2021-02
Renewal of Section 125 Premium Only Plan**

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective February 1, 2021 presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

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. Nasca so moved, Mr. Di Iorio seconded, and the motion carried unanimously.

Ms. Norman asked the Board to approve the following resolution:

RESOLUTION 2021-03 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. Severa so moved, Mr. Di Iorio seconded, and the motion carried unanimously.

Mr. Di Iorio moved that the Board re-elect current officers Mr. Kenneth Keener (President), Ms. Sandra Coffee (Vice-President), and Ms. Catherine Nasca (Secretary) for 2021. Mr. Gorom seconded and the motion passed unanimously.

Ms. Severa moved that the Board reappoint Peggy A. Norman as Fiscal Officer for 2021. Mr. Di Iorio seconded and the motion carried unanimously.

Ms. Nasca moved that the Board reappoint Aurora Martinez as Deputy Fiscal Officer for 2021. Mr. Di Iorio seconded and the motion carried unanimously.

Ms. Norman reported that a balance of \$27,025.91 remained in the Debt Service Fund after the final construction bonds were paid off. She had consulted with the State Auditor's Office, which referred her to the 2021 Ohio Compliance Supplement regarding disposition of these funds. According to the Supplement, the County Prosecutor needs to recommend a transfer to a different fund (Ms. Norman suggested the Building Fund) and his recommendation must be approved by the Lake County Court of Common Pleas. Board members were in agreement with this plan.

Discussion turned to Library Operating Guidelines at the current point in the COVID pandemic. Ms. Norman offered to poll the Staff to get their input on reopening steps, noting that cases were expected to peak sometime in February. Board members decided to defer any decisions until the results of the survey were received.

Ms. Norman reported that Director Martinez had been cleared by her physician to return to work on a limited basis in the building February 1.

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

Kenneth Keener, President

Catherine Nasca, Secretary