

Board of Trustees of Morley Library

September 20, 2017

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on September 20, 2017 by Mr. Keener. The following members were present:

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

The minutes of the July 19, 2017 regular Board Meeting were reviewed. Ms. Nasca moved that the minutes be approved as submitted, Ms. Lipps seconded, and the motion carried unanimously.

Ms. Norman reviewed the July and August Treasurer's Reports. Mr. Malchesky moved that the July report be accepted, Ms. Nasca seconded, and the motion passed unanimously. Mr. Malchesky moved that the August report be accepted, Ms. Lipps seconded, and the motion passed unanimously.

Ms. Norman asked that the following line item reallocations be made to the General Fund's 2017 Appropriation: \$750 to #2900 Other Supplies from #2200 Maintenance Supplies; and \$500 to #3120 Training Expense from #3110 Travel & Meeting Expense. She also asked that the Board increase the 2017 Debt Service Appropriation by \$1,600 to cover higher than anticipated tax collection fees. Mr. Malchesky so moved, Ms. Nasca seconded, and the motion carried unanimously.

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

RESOLUTION 2017-13
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 Public 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 1st, 2018; 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 Public 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	\$1,141,815.00
Debt Service Fund	<u>924,457.00</u>
TOTAL	\$ 2,066,272.00

County Auditor's Estimate of Tax Rate to be Levied (outside 10 mill limit) = 1.80
General Fund Levy authorized by voters on 11/4/14, 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.

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

As part of her Director's Report, Ms. Martinez distributed a chart showing service population and registered borrowers for each library district in Lake County (and Geagua County District Library). She noted that Morley's proportion of borrowers to population had been declining steadily since 2002, and believed that joining the Clevnet consortium may improve this figure.

Director Martinez reported that since the last meeting Albert Di Iorio had donated \$25 in memory of John Gardner and Mary Frances Burns had donated \$50 in memory of John Gardner and \$25 in memory of Margarete Heintz. Mr. Malchesky moved that the gifts be accepted with gratitude, Rev. Mirbel seconded, and the motion passed unanimously.

After brief discussion Ms. Nasca moved that Morley Library apply for membership in the Clevnet consortium effective fall of 2018. Ms. Coffee seconded and the motion carried unanimously.

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

RESOLUTION 2017-12
ESTABLISHMENT OF LIBRARY RECORDS COMMISSION

BE IT RESOLVED, that the Records Commission of Morley Library shall consist of the seven members of the Board of Directors and the Fiscal Officer. Said Commission will meet at least annually to adopt/amend the Library's Records Retention Schedule and to authorize the disposal of records in accordance with ORC 149.43(B)(2).

Mr. Malchesky so moved, Rev. Mirbel seconded, and the resolution passed unanimously.

Discussion about a potential resolution and/or memorial action for the late John Gardner followed. Director Martinez will draft a memorial resolution for the Board's consideration at the October meeting.

Ms. Norman presented 6 amended personnel policies for the Board's consideration: Vacation Time, Sick Time, Personal Time, Holiday Pay, Bereavement, and Jury Duty. The policies were amended to allow for mechanization of accruals via the payroll system (Paycor); to recommend the Library's opening for three holidays (Martin Luther King Day, President's Day, and Veteran's Day) and designating them as floating holidays for Staff; and to clarify various points of the policies which had not been previously put into writing. Mr. Malchesky moved that the policies be adopted as submitted, Ms. Coffee seconded, and the motion carried unanimously.

Director Martinez reported that she and Ms. Norman had been investigating alternatives for Library security. She proposed that the Library contract with an outside security firm to ensure regular guard presence and as a cost saving measure. She noted that lack of regular presence had become an issue for both patrons and staff. All were in agreement.

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