

Board of Trustees of Morley Library

November 14, 2018

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on November 14, 2018 by Mr. Keener. The following members were present:

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

The minutes of the October 17, 2018 regular Board Meeting were reviewed. Ms. Coffee moved that the minutes be approved as submitted, Mr. Di Iorio seconded, and the motion carried unanimously.

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

Ms. Norman asked that the following line item reallocations be made to the General Fund's 2018 Appropriation: \$5,000 to #2120 Processing Supplies from #4360 DVDs; \$2,000 to #3320 Equipment Maintenance from #4100 Books & Pamphlets; \$6,500 to #3600 Utilities from #4100 Books & Pamphlets; \$200 to #4321 Digital Music CDs from #4320 Music CDs; \$600 to #4361 Digital DVDs from #4320 Music CDs; and \$100 to #4910 HotSpots from #4320 Music CDs. She also asked that \$3,500 be reallocated to #5510 Furniture & Equipment from #5400 Building Improvements in the Building Fund's 2018 Appropriation. Ms. Coffee so moved, Ms. Nasca seconded, and the motion carried unanimously.

Ms. Norman reviewed the HR Happenings for the month, which included welcoming two new full-time staffers – Rob Goe (Facilities Administrator) and Andrea Valverde-Heras (Children's Services Bilingual Assistant).

Director Martinez reported that the Clevnet conversion appears to have been very well received by patrons. She also noted that she and Ms. Norman will be meeting with a consultant from the State Library of Ohio regarding strategic planning and space utilization early in the new year. This service is provided free of charge to Ohio public libraries.

Director Martinez reported that a \$25 gift had been received from Albert Di Iorio in memory of Mary Jane Keener. Mr. Malchesky moved that the gift be accepted with gratitude, Ms. Lipps seconded, and the motion carried unanimously.

Ms. Norman reported that the Library's salary structure had been adjusted 2.8% (the 2019 Social Security COLA %) and that as a result 5 employees would fall short of their position ranges. Several consulting firms specializing in labor market conditions have reported average salary increases of approximately 3% this year. She and Director Martinez recommended a 3% cost of living adjustment for staff as well as selective performance-based increases for a total cost of \$37,500 plus benefits. Ms. Nasca so moved, Ms. Coffee seconded, and the motion passed unanimously.

Mr. Keener asked that a committee be formed to review the performances of Director Martinez and Ms. Norman, who will be submitting their written self-appraisals shortly. Ms. Coffee, Mr. Di Iorio, Ms. Lipps, and Ms. Nasca volunteered to serve and will meet with Mr. Keener December 11. The full Board will review and approve their reports at the December Board meeting.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:45 P.M.

Kenneth Keener, President

Catherine Nasca, Secretary