

Board of Trustees of Morley Library

December 20, 2017

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

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

The minutes of the November 15, 2017 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 presented the November financial reports. Ms. Nasca moved that the reports be accepted, Mr. Malchesky seconded, and the motion passed unanimously.

Ms. Norman asked that the Board reallocate the following line items in the General Fund's 2017 Appropriation: \$800 to #1630 Dental Insurance from #1100 Salaries; \$100 to #1640 Vision Insurance from #1100 Salaries; \$1,000 to #2120 Processing Supplies from #2200 Maintenance Supplies; \$600 to #2151 Programming Supplies – Adult & Teen from #3751 Programming Services – Adult & Teen; \$1,100 to #2152 Programming Supplies – Children from #3110 Travel & Meeting Expense; \$300 to #3120 Training from #3110 Travel & Meeting Expense; \$400 to #3151 Programming Refreshments – Adult & Teen from #3751 Programming Services – Adult & Teen; \$1,300 to #3250 Marketing Expense from #3200 Communications; \$4,500 to #3310 Building Maintenance from #3370 Security; \$1,000 to #4330 Audio Books from #4360 DVDs; \$600 to #4900 Other Library Materials from #4360 DVDs; \$10 to #4910 Hot Spots from #4360 DVDs; \$600 to #4920 Hot Spots – Data Packages from #4360 DVDs; and \$500 to #5520 Software from #5510 Furniture & Equipment. Mr. Malchesky so moved, Ms. Nasca seconded, and the motion carried unanimously.

Ms. Coffee proposed the following resolution:

Resolution 2017-16

Authorizing the Fiscal Officer to Reallocate Line Items for the Purpose of Closing the 2017 Books

RESOLVED, that the Fiscal Officer is authorized by this Board to make any line item reallocations to the 2017 Appropriation as necessary to close out the Library's books for calendar year 2017. Any changes made will be reviewed with the Board at its January 2018 organizational meeting.

Mr. Malchesky seconded and the resolution carried unanimously.

Ms. Coffee recommended adoption of the following resolution:

Resolution 2017-17 Temporary Appropriation for 2018

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$110,000
1400 OPERS	14,500
1610 Health Insurance	52,000
1620 Medicare	1,600
1910 Employee Memberships	<u>200</u>
	\$178,300

Supplies

2110 General & Administrative Supplies	\$ 500
2120 Processing Supplies	500
2151 Programming Supplies – Adult & Teen	500
2152 Programming Supplies – Children	500
2200 Maintenance & Repair Supplies	<u>1,000</u>
	\$ 3,000

Purchased & Contracted Services

3110 Travel & Meetings	\$ 500
3120 Training Expense	200
3151 Programming Refreshments – Adult & Teen	100
3200 Communication, Printing, Publicity	1,800
3250 Marketing Expense	200
3310 Building Maintenance	15,000
3320 Equipment Maintenance	1,500
3370 Security	10,000
3400 Insurance	1,100
3500 Rents & Leases	1,700
3600 Utilities	10,000
3700 Professional Services	7,000
3751 Programming Services – Adult & Teen	300
3752 Programming Services - Children	<u>300</u>
	\$ 49,700

Library Materials & Information

4100 Books & Pamphlets	\$50,000
4110 E Books	6,000
4200 Periodicals	300
4320 Music CDs	500
4321 Digital Music	100
4330 Audio Books	500
4332 Digital Audiobooks	500
4360 DVDs	2,500
4361 Digital DVDs	200
4362 Digital TV	100
4370 BluRays	800
4380 Video Games	700
4510 Data Bases	<u>6,000</u>
	\$ 68,200

Capital Outlay

5510 Furniture & Equipment	\$ 500
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Other Objects

7100 Dues & Memberships	\$ 4,000
7200 Taxes & Assessments	500
7500 Refunds & Reimbursements	<u>100</u>
	\$ 4,600

Contingency

8900 Contingency	\$ 6,000
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TOTAL GENERAL FUND \$310,300

TRUST FUND

1190 Termination Payments	\$ 3,700
1620 Term Payments – Medicare	100
3110 Travel & Meetings	<u>500</u>

TOTAL TRUST FUND \$ 4,300

TOTAL EXPENDITURES – ALL FUNDS \$314,600

Mr. Malchesky seconded and the motion carried unanimously.

Director Martinez reported that a revised non-electronic design for outdoor signage has been submitted to the City of Painesville’s architect for approval.

Director Martinez noted that since the previous meeting the Library had received a \$1,500 donation from the Painesville Rotary Club to be used for the Children’s Winter Reading program. Ms. Nasca moved that the gift be accepted with gratitude and Rev. Mirbel seconded. The motion carried unanimously.

Discussion took place regarding the upcoming operating levy and the possibility of asking for a continuing (permanent) levy instead of a five-year renewal. Director Martinez will check on the required procedures and timing for both May and November elections in 2018. She will also pursue forming a committee to spearhead the proposal.

Ms. Norman reviewed the Library salary plan for 2018. In keeping with the November Board directive allowing \$31K for salary increases, the majority of Staff will receive a 3% increase effective January 1. Fifteen employees will vary from this for a number of reasons which were detailed separately. The net cost of salary actions will be \$27,139, resulting in a total average (unweighted) staff salary at 33% of range. Ms. Nasca moved that the Plan be accepted, Ms. Coffee seconded, and the motion was unanimously approved.

Mr. Malchesky moved passage of the following:

Resolution 2017-16 Sharon McGeever Retirement

WHEREAS, Sharon McGeever has served as a Morley Library Employee since 1991 as a Circulation Clerk, a Clerk/Driver on the Bookmobile, and a Circulation Supervisor; and

WHEREAS, Sharon has maintained a professional, positive, and service-oriented attitude on the public service desk; and

WHEREAS, Sharon has carried out her duties with exemplary dependability, dedication, and hard work; and

WHEREAS, Sharon has contributed much to the success of the department and of the Library as a skilled, supportive and respected employee; and

WHEREAS, Sharon’s sincere attitude and dedication have served as an excellent example to others on her team;

NOW, THEREFORE, BE IT RESOLVED, that on behalf of the Trustees, the Staff, and the Morley Library District, the Trustees hereby express gratitude and appreciation to Sharon McGeever for 26 years of service to the Library and the Community; and be it further

RESOLVED, that Ms. McGeever will be paid 25% of her accumulated sick leave (not to exceed \$500).

Ms. Lipps seconded and the resolution passed unanimously.

Ms. Coffee moved passage of the following:

Resolution 2017-17 Patience Wright Retirement

WHEREAS, Patience Wright has served as a Morley Library Employee since 1999 as an Assistant Children's Librarian and Library Aide Supervisor; and

WHEREAS, she has carried out her duties with exemplary dependability, dedication, and hard work; and

WHEREAS, her attentive work and initiative have contributed greatly to the neat, tidy, and inviting atmosphere and beautiful displays in our Children's Room; and

WHEREAS, she has built valuable relationships in serving the many children, families, and educators who visit our Children's Room, taking the time to learn and remember favorite authors and to recommend books she thinks they'd like; and

WHEREAS, she has contributed much to the success of the department and of the Library as a skilled and supportive employee;

NOW, THEREFORE, BE IT RESOLVED, that on behalf of the Trustees, the Staff, and the Morley Library District, the Trustees hereby express gratitude and appreciation to Patience Wright for 18 years of service to the Library and the Community; and be it further

RESOLVED, that Ms. Wright will be paid 25% of her accumulated sick leave (not to exceed \$3,200).

Mr. Malchesky seconded and the resolution passed unanimously.

Mr. Malchesky moved that the Board adjourn to Executive Session for the purpose of discussing administrative performance and compensation. Ms. Nasca seconded, the motion carried unanimously, and the session began at 5:10 P.M. At 5:30 P.M. Rev. Mirbel moved that the Board complete its executive session and resume open deliberations. Ms. Nasca seconded and the motion carried unanimously.

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