

Board of Trustees of Morley Library

December 20, 2023

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on December 20, 2023 by Mr. Keener. The following members were present:

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

The minutes of the November 15, 2023 regular Board Meeting were reviewed. Ms. Nasca moved that the minutes be approved as submitted, Mr. Di Iorio seconded, and the motion carried unanimously.

Ms. Norman presented the November financial reports. Ms. Coffee moved that the reports be accepted, Ms. Lipps seconded, and the motion passed unanimously.

Ms. Norman asked that the Board reallocate the following line items in the General Fund's 2023 Appropriation: \$100 to #3151 Adult & Teen Programming Refreshments from #3751 Adult & Teen Programming Services; \$50 to #3800 Library Material Control Services from #3700 Professional Services; \$2,000 to #4110 E Books from #4100 Books & Pamphlets; \$200 to #4200 Periodicals from #4100 Books & Pamphlets; and \$1,500 to #4332 E Audiobooks from #4330 Audiobooks. She also asked that \$50 be reallocated to #201-3200 League of Libraries Communications & Publicity from #201-3700 League of Libraries Professional Services in the 2023 Special Projects Appropriation. Ms. Nasca so moved, Mr. Gorom seconded, and the motion carried unanimously.

Ms. Lipps proposed the following resolution:

Resolution 2023-08

Authorizing the Fiscal Officer to Reallocate Line Items for the Purpose of Closing the 2023 Books

RESOLVED, that the Fiscal Officer is authorized by this Board to make any line item reallocations to the 2023 Appropriation as necessary to close out the Library's books for calendar year 2023. Any changes made will be reviewed with the Board at its January 2024 organizational meeting.

Ms. Nasca seconded and the resolution carried unanimously.

Ms. Nasca recommended adoption of the following resolution:

Resolution 2023-09

Temporary Appropriation for 2024

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$120,000
1400 OPERS	16,500
1610 Health Insurance	80,000
1620 Medicare	1,800
1910 Employee Memberships	<u>200</u>
	\$218,500

Ms. Norman reviewed the Library salary plan for 2024. She noted that the proposal was in line with several authoritative sources such as SHRM and the plan for federal employees, and that other factors (rising inflation, tight labor market) were considered when arriving at the plan. The majority of Staff will receive a 4.5% increase effective January 1. Nine employees will vary from this for a number of reasons which were detailed separately. The net cost of salary actions will be \$66 311, resulting in a total average (unweighted) staff salary at 17% of range. Ms. Nasca moved that the Plan be accepted as presented, Ms. Coffee seconded, and the motion was unanimously approved.

Ms. Norman reviewed the HR Happenings, noting that 3 part time positions are currently vacant and will be posted in January.

Director Martinez reported that Sunday hours would be continued in 2024 based on library usage statistics.

Director Martinez noted that the Library had received two gifts to the Schick Family Fund: \$50 from Karen Sarosy and \$1 000 from Tom & Ellen Schick. Ms. Nasca moved that the gifts be accepted with gratitude and Mr. Di lorio seconded. The motion carried unanimously.

The review of Board Bylaws was tabled to 2024.

Director Martinez informed the Board that the Library would be closed on the Sundays preceding Memorial Day and Labor Day in 2024. She also distributed a draft of a revised Extended Closure Policy. Ms. Nasca moved that the Policy be accepted as presented, Ms. Coffee seconded, and the motion carried unanimously.

Ms. Lipps moved that the Board adjourn to Executive Session for the purpose of discussing administrative performance and compensation. Ms. Severa seconded, the motion carried unanimously, and the session began at 5:15 P.M. At 6:05 P.M. Ms. Nasca moved to end the executive session, Mr. Di lorio seconded, and the motion passed unanimously. A motion was made regarding the Director and Administrative Manager salaries for 2024. Ms. Nasca so moved, Mr. Di lorio seconded, and the motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 6:05 P.M.

Kenneth Keener, President

Catherine Nasca, Secretary