

Board of Trustees of Morley Library

February 21, 2024

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on February 21, 2024 by Mr. Keener. The following members were present:

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

The minutes of the January 17, 2024 regular Board Meeting were reviewed. Ms. Coffee moved that the minutes be approved as submitted, Ms. Severa seconded, and the motion carried unanimously.

Ms. Norman reviewed the January financial reports, including an exhibit showing revenue and expense trends since 2019. Ms. Lipps moved that the reports be approved as submitted, Mr. Di Iorio seconded, and the motion carried unanimously.

Ms. Norman asked that the following additional Temporary Appropriation be adopted:

Resolution 2024-04 Temporary Appropriation III for 2024

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$125 000
1400 OPERS	16 000
1620 Medicare	1 800
1650 Worker's Compensation	<u>300</u>
	\$143 100

Supplies

2110 General & Administrative Supplies	\$ 500
2152 Program Supplies – Children	<u>500</u>
	\$ 1 000

Purchased & Contracted Services

3110 Travel & Meeting Expense	\$ 1 000
3120 Training Expense	300
3151 Programming Refreshments – Adult & Teen	100
3700 Professional Services	500
3751 Programming Services – Adult & Teen	800
3752 Programming Services – Children	<u>500</u>
	\$ 3 200

Library Materials & Information

4100 Books & Pamphlets	\$ 8 000
4320 Music CDs	300
4332 Digital Audiobooks	1 500
4360 DVDs	1 000
4362 Digital TV Series	200
4920 Hot Spots – Data Packages	<u>1 900</u>
	\$ 12 900

Other

5520 Software	\$ 1 000
8900 Contingency	<u>3 000</u>
	\$ 4 000

TOTAL GENERAL FUND \$ 164 200

Mr. Di lorio moved adoption of the Resolution, Mr. Gorom seconded, and the motion carried unanimously.

Ms. Norman reported that the library had filled three of the four open part-time positions and that the fourth was in the process of reference checks.

Director Martinez reported that she was in the process of preparing the annual State Library Report and was pleased to note that in 2023 annual circulation and annual door count had increased 13% and 30% respectively. A building usage survey will be conducted the week of February 26 to provide updated data on how library space is being utilized. Work continues on the rollout of the Library's new VOIP phone system, including all new hardware; implementation is scheduled for February 27. Director Martinez also noted that she had had preliminary discussions with Downtown Painesville Organization's director regarding a possible partnership to obtain a grant for a digital preservation lab to be housed at the Library.

Discussion turned to the April 8 total solar eclipse and the Library's plans for the event. Director Martinez reported that many local schools, libraries, government offices, and private businesses were planning to close or operate at reduced levels that day. In anticipation of huge crowds, emergency management officials have strongly suggested that anyone who can do so stay home; massive traffic tie-ups, potential cell service disruptions due to overload from an influx of users, temporary shortages of gasoline and other supplies, etc. are anticipated. The Library has planned its programming for April 6 to ensure that interested patrons can attend without having to deal with potential traffic problems. Director Martinez suggested that the Library plan to close that day as it would for a weather emergency such as a blizzard, and after discussion Board members agreed to support her recommendation.

Director Martinez asked that the Board approve changes to the Library's Behavior and Conduct Policy to address problems with folks sleeping on Library property after hours. Ms. Severa moved that the changes be approved, 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 5:30 P.M.

Kenneth Keener, President

Sandra Coffee, Secretary Pro-Tem