

Board of Trustees of Morley Library

March 15, 2017

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on March 15, 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 February 22, 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 reviewed the February Treasurer's Report. Mr. Malchesky moved that the report be accepted, Ms. Nasca seconded, and the motion passed unanimously.

Ms. Norman distributed copies of the proposed 2017 Permanent Appropriation. She noted that General Fund expenditures were projected to slightly exceed revenues, and that PLF revenues were likely to fall short of the most recent estimates from the State budget office (which were used to develop the 2017 Appropriation); however, the accumulated surplus in the General Fund should more than cover any shortfalls. She recommended approval of the following:

Resolution 2017-07 Permanent Appropriation for 2017

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$1,248,800
1400 OPERS	168,900
1610 Medical Insurance	198,500
1620 Medicare	18,100
1630 Dental Insurance	15,400
1640 Vision Insurance	1,500
1650 Worker's Compensation	3,300
1660 Life Insurance	600
1910 Employee Memberships	<u>900</u>
	\$1,656,000

Supplies

2110 General & Administrative Supplies	\$ 7,900
2120 Processing Supplies	10,300
2151 Program Supplies – Adult & Teen	4,700
2152 Program Supplies – Children	7,100
2200 Maintenance & Repair Supplies	16,800
2900 Other Supplies	<u>1,500</u>
	\$ 48,300

Purchased & Contracted Services

3110 Travel & Meetings	\$ 15,000
3120 Training	2,300
3151 Program Refreshments – Adult & Teen	1,100
3152 Program Refreshments – Children	200
3200 Communication, Printing, Publicity	21,000
3250 Marketing Expense	2,000
3310 Building Maintenance	114,100

3320 Equipment Maintenance & Repair	16,400
3370 Security	40,700
3400 Insurance	13,900
3500 Rents & Leases	7,300
3600 Utilities	131,000
3700 Professional Services	51,300
3751 Program Services – Adult & Teen	6,200
3752 Program Services – Children	2,700
3800 Library Material Control Services	<u>38,300</u>
	\$463,500

Library Materials & Information

4100 Books & Pamphlets	\$217,400
4110 E Books	24,000
4200 Periodicals	23,500
4210 E Periodicals	5,000
4320 AV - Music CDs	16,500
4321 AV – Digital Music	1,200
4330 AV - Audiobooks	15,700
4332 AV – Digital Audiobooks	5,000
4360 AV – DVDs	52,600
4361 AV – Digital DVDs	1,800
4362 AV – Digital TV Series	300
4370 AV – BluRays	15,000
4380 AV – Video Games	15,000
4510 Data Bases	54,100
4900 Other Library Materials	<u>1,500</u>
	\$448,600

Capital Outlay

5510 Furniture & Equipment	\$ 5,000
5520 Software	<u>3,500</u>
	\$ 8,500

Other Objects

7100 Dues & Memberships	\$ 10,400
7200 Taxes & Assessments	500
7500 Refunds & Reimbursements	<u>300</u>
	\$ 11,200

Contingency

8900 Contingency	\$ 52,700
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TOTAL GENERAL FUND \$2,688,800

DEBT SERVICE FUND

3700 Professional Services	\$ 9,600
6100 Redemption of Principle	810,000
6200 Interest Expense	<u>94,100</u>

TOTAL DEBT SERVICE FUND \$ 913,700

BUILDING FUND

5400 Building Improvements	\$ 59,500
5510 Furniture & Equipment	<u>101,000</u>
TOTAL BUILDING FUND	\$ 160,500

TRUST FUND

1190 Termination Payments	\$ 16,300
1620 Medicare	200
2110 General & Administrative Supplies	200
3110 Travel & Meeting Expense	<u>700</u>
TOTAL TRUST FUND	\$ 17,400

TOTAL EXPENDITURES – ALL FUNDS \$3,780,400

Rev. Mirbel moved adoption of the Resolution, Ms. Coffee seconded, and the motion carried unanimously.

After brief discussion, Rev. Mirbel moved adoption of the following:

Resolution 2017-08 2017-2018 Strategic Plan

Morley Library serves the entire community

GOAL: Culturally diverse and underserved groups are aware of the library's resources and services, use these effectively, and have a positive relationship with the library.

Actions:

- The library will identify groups to be served and needs that can be met with library resources and services.
- The library will identify challenges and obstacles that may be preventing community members from accessing library materials and services, and will work to make access possible in this context.
- The library will develop (or continue to develop) and promote collections and services targeted to the needs of underserved groups in our service area.

Measurements:

- Increase in circulation of Spanish-language materials
- Increase in programming/service (including outreach) to underserved or non-English-speaking groups
- Positive feedback (outcome-based) from individuals and other agencies

Morley Library is a vital and dynamic supporter of education

GOAL: The Library offers opportunities for the acquisition and development of all types of literacy skills by providing effective learning environments and positioning staff as experts and trainers. Educational institutions work with the library in new, evolving, and sustainable ways.

Actions:

- The library will identify educational agencies in our service area who have needs that can be met with library resources and services.
- The library will continue to develop existing relationships with schools and educational organizations, such as story time outreach to preschools.
- The library will provide opportunities for community members to gain necessary skills and knowledge in all types of literacy, and especially language competency, early childhood reading readiness, and digital and technological proficiency.

Measurements:

- Increase in circulation of children's and teen materials, including digital materials.
- Increase in literacy-oriented programming/service (including outreach) to educational organizations and groups.
- Increase in number of tech training classes offered, with effective registration/participation numbers and positive feedback/outcome reporting from participants
- Positive feedback (outcome-based) from target agencies.

Morley Library demonstrates fiscal and operational responsibility

GOAL: The library's financial and service operations are streamlined for maximum efficiency.

Actions:

- The library will develop and implement a performance review process for all staff.
- The library will seek out and propose opportunities for sharing or other cooperative approaches to resources/services in order to reduce costs and/or maximize service and value, including the possibility of becoming a member of the CLEVNET consortium.

Measurements:

- The library will have performance reviews compiled on all staff by the end of 2016.
- As a result of a sharing or cooperative endeavor in at least one area of collections or services, the library budget will reflect a reduction in cost in at least one area by the end of 2017.

Community members recognize the Morley Library name and choose our library over other options

GOAL: Residents of our service areas know the library's name and are familiar with services and resources that we provide. The library is regarded as a top community destination throughout our service area.

Actions:

- The library will develop and implement a formal and sustainable marketing plan.

Measurements:

- Increased overall circulation.
- Increased visitor count and program attendance.
- Increased occurrences of library name in local press and media.

Ms. Nasca seconded and the motion carried unanimously.

Director Martinez noted that since the previous meeting the Library had received a \$30,000 bequest from the Estate of James Giblin for the purchase of children's non-fiction materials. Two gifts were received in memory of Joseph Beres; \$50 from Barbara Britt and \$25 from Catherine Nasca. Cynthia & Paul Moffat donated \$25 in memory of former library staff member Susan Fratianne. Mr. Malchesky moved that the gifts be accepted with gratitude, Ms. Coffee seconded, and the motion passed unanimously.

Sandra Coffee took the Trustee Oath of Office for the term February 3, 2017 through February 2, 2024.

Director Martinez reported that Gazette Newspapers had contacted the Library for comment after attendees from the previous Board Meeting had complained to the Lake County Board of Commissioners about the situation. Ms. Norman, who took the call, reiterated the Library's position that all terms of the Library's Meeting Room Policy had been complied with by the lessee of the room, Herman Legal group.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:40 P.M.

Kenneth Keener, President

Catherine Nasca, Secretary