

Board of Trustees of Morley Library

March 14, 2018

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:35 P.M. on March 14, 2018 by Mr. Keener. The following members were present:

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

The minutes of the February 21, 2018 regular Board Meeting were reviewed. Ms. Lipps moved that the minutes be approved as submitted, Mr. Malchesky seconded, and the motion carried unanimously.

Maryanne Moravec, President of the Friends of Morley Library, gave a brief update on recent Friends activities. The organization is celebrating its 120th birthday this year.

Ms. Norman reviewed the February Treasurer's Report. Mr. Di Iorio moved that the report be accepted, Mr. Malchesky seconded, and the motion passed unanimously.

Ms. Norman distributed copies of the proposed 2018 Permanent Appropriation. She noted that General Fund expenditures were projected to slightly exceed revenues; however, the accumulated surplus in the General Fund should more than cover any shortfalls. She recommended approval of the following:

Resolution 2018-06 Permanent Appropriation for 2018

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$1,256,565
1400 OPERS	173,516
1610 Medical Insurance	212,700
1620 Medicare	18,220
1630 Dental Insurance	17,103
1640 Vision Insurance	1,529
1650 Worker's Compensation	3,557
1660 Life Insurance	519
1910 Employee Memberships	<u>1,000</u>
	\$1,684,709

Supplies

2110 General & Administrative Supplies	\$ 6,200
2120 Processing Supplies	8,700
2151 Program Supplies – Adult & Teen	5,400
2152 Program Supplies – Children	9,300
2200 Maintenance & Repair Supplies	15,700
2900 Other Supplies	<u>2,200</u>
	\$ 47,500

Purchased & Contracted Services

3110 Travel & Meetings	\$ 14,500
3120 Training	3,800
3151 Program Refreshments – Adult & Teen	1,600
3152 Program Refreshments – Children	300
3200 Communication, Printing, Publicity	21,600
3250 Marketing Expense	4,000
3310 Building Maintenance	144,000
3320 Equipment Maintenance & Repair	15,800
3370 Security	45,800

3400 Insurance	14,600
3500 Rents & Leases	7,300
3600 Utilities	130,000
3700 Professional Services	43,100
3751 Program Services – Adult & Teen	5,000
3752 Program Services – Children	2,400
3800 Library Material Control Services	<u>54,000</u>
	\$507,800

Library Materials & Information

4100 Books & Pamphlets	\$215,400
4110 E Books	23,000
4200 Periodicals	29,000
4210 E Periodicals	5,500
4320 AV - Music CDs	16,500
4321 AV – Digital Music	1,500
4330 AV - Audiobooks	16,500
4332 AV – Digital Audiobooks	20,000
4360 AV – DVDs	39,000
4361 AV – Digital DVDs	1,800
4362 AV – Digital TV Series	400
4370 AV – BluRays	12,000
4380 AV – Video Games	15,000
4510 Data Bases	50,000
4900 Other Library Materials	<u>3,000</u>
	\$448,600

Capital Outlay

5510 Furniture & Equipment	\$ 5,000
5520 Software	<u>4,600</u>
	\$ 9,600

Other Objects

7100 Dues & Memberships	\$ 10,600
7200 Taxes & Assessments	512
7500 Refunds & Reimbursements	<u>200</u>
	\$ 11,312

Contingency

8900 Contingency	\$ 82,300
------------------	-----------

TOTAL GENERAL FUND \$2,791,821

SPECIAL PROJECTS FUND

3110 Travel & Meeting Expense	\$ 800
3200 Communications	2,800
3800 Library Material Control Services	<u>33,000</u>

TOTAL SPECIAL PROJECTS FUND \$ 36,600

DEBT SERVICE FUND

3700 Professional Services	\$ 10,400
6100 Redemption of Principle	840,000
6200 Interest Expense	<u>69,750</u>

TOTAL DEBT SERVICE FUND \$ 920,150

BUILDING FUND

3700 Professional Services	\$ 10,000
5400 Building Improvements	60,000
5510 Furniture & Equipment	<u>40,000</u>

TOTAL BUILDING FUND \$ 110,000

TRUST FUND

1190 Termination Payments	\$ 13,500
1620 Medicare	200
2110 General & Administrative Supplies	200
3110 Travel & Meeting Expense	<u>800</u>

TOTAL TRUST FUND \$ 14,700

TOTAL EXPENDITURES – ALL FUNDS \$3,873,271

Mr. Malchesky moved adoption of the Resolution, Mr. Di Iorio seconded, and the motion carried unanimously.

Ms. Norman gave a brief update on the large number of new employees the Library had hired in recent months. The nine openings occurred due to retirements, promotions, resignations, and a death.

Director Martinez announced that the design for new Library signage had been approved, and installation would take place as soon as the weather allowed. She also noted that future Board packets would be emailed to members instead of being sent through the mail. Hard copies can be made available for the meeting if this is deemed necessary.

Discussion turned to the upcoming operational levy. Mr. Malchesky again suggested that the Library consider making the one mill request a permanent issue. Many other local entities have done this successfully in recent years; it provides some financial stability for the entity and saves both time and money. Mr. Di Iorio moved that a permanent one mill operating levy be placed on the November 2018 ballot, Mr. Malchesky seconded, and the motion carried unanimously.

Director Martinez reminded Board members that a committee chair as well as a treasurer were needed for this upcoming levy campaign. Mr. Malchesky offered to meet with her and Ms. Norman on March 26 to discuss what needs to be done.

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

Paul Malchesky, Secretary Pro-Tem