

Board of Trustees of Morley Library

December 18, 2019

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on December 18, 2019 by Mr. Keener. The following members were present:

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

The minutes of the November 20, 2019 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. Coffee moved that the reports be accepted, Rev. Mirbel seconded, and the motion passed unanimously.

Ms. Norman asked that the Board reallocate the following line items in the General Fund's 2019 Appropriation: \$300 to #2151 Program Supplies – Adult & Teen from #3751 Program Services – Adult & Teen; and \$1,500 to #4330 Audiobooks from #4320 Music CDs. She also asked that \$1,000 be reallocated to #4100 Books & Pamphlets from #3700 Professional Services in the Special Projects Fund. Ms. Lipps so moved, Ms. Nasca seconded, and the motion carried unanimously.

Ms. Nasca proposed the following resolution:

Resolution 2019-12

Authorizing the Fiscal Officer to Reallocate Line Items for the Purpose of Closing the 2019 Books

RESOLVED, that the Fiscal Officer is authorized by this Board to make any line item reallocations to the 2019 Appropriation as necessary to close out the Library's books for calendar year 2019. Any changes made will be reviewed with the Board at its January 2020 organizational meeting.

Ms. Coffee seconded and the resolution carried unanimously.

Ms. Norman requested that the Board make the following resolution:

Resolution 2019-13

Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the Lake County Auditor

RESOLVED, by the Board of Trustees of Morley Library, Lake County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2020; and

WHEREAS, the Budget Commission of Lake County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, by the Board of Trustees of Morley Library, Lake County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, that there be and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

General Fund	\$1,187,177.00
Debt Service Fund	<u>652,333.00</u>

TOTAL \$1,839,510.00

County Auditor's Estimate of Tax Rate to be Levied (outside 10 mill limit) = 1.50
 General Fund Levy authorized by voters on 11/06/18 = 1.00

And be it further RESOLVED, that the Fiscal Officer of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Rev. Mirbel so moved, Ms. Coffee seconded, and the resolution passed unanimously.

Rev. Mirbel recommended adoption of the following resolution:

Resolution 2019-14 Temporary Appropriation for 2020

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$115,000
1400 OPERS	15,000
1610 Health Insurance	71,000
1620 Medicare	1,700
1650 Worker's Compensation	900
1910 Employee Memberships	<u>200</u>
	\$203,800

Supplies

2110 General & Administrative Supplies	\$ 500
2120 Processing Supplies	500
2151 Programming Supplies – Adult & Teen	600
2152 Programming Supplies – Children	1,000
2200 Maintenance & Repair Supplies	3,500
2900 Other Supplies	<u>200</u>
	\$ 6,300

Purchased & Contracted Services

3110 Travel & Meetings	\$ 4,000
3120 Training Expense	200
3151 Programming Refreshments – Adult & Teen	100
3152 Programming Refreshments – Children	100
3200 Communication, Printing, Publicity	2,100
3250 Marketing Expense	200
3310 Building Maintenance	25,000
3320 Equipment Maintenance	2,000
3370 Security	11,000
3400 Insurance	1,000
3500 Rents & Leases	1,700
3600 Utilities	35,000
3700 Professional Services	4,000
3751 Programming Services – Adult & Teen	700
3752 Programming Services – Children	300
3800 Library Material Control Services	<u>26,000</u>
	\$113,400

Library Materials & Information	
4100 Books & Pamphlets	\$20,000
4110 E Books	5,000
4200 Periodicals	300
4320 Music CDs	500
4321 Digital Music	400
4330 Audio Books	2,000
4332 Digital Audiobooks	2,300
4360 DVDs	4,000
4361 Digital DVDs	600
4362 Digital TV	300
4380 Video Games	1,500
4510 Data Bases	5,500
4920 Hot Spots – Data Packages	<u>1,300</u>
	\$ 43,700
Capital Outlay	
5520 Software	\$ 1,000
Other Objects	
7100 Dues & Memberships	\$ 4,500
7200 Taxes & Assessments	500
7500 Refunds & Reimbursements	<u>100</u>
	\$ 5,100
Contingency	
8900 Contingency	\$ 7,500
TOTAL GENERAL FUND	\$380,800
BUILDING FUND	
3700 Professional Services	<u>\$ 10,000</u>
TOTAL BUILDING FUND	\$ 10,000
ENDOWMENT FUND	
2151 Programming Supplies – Adult & Teen	<u>\$ 250</u>
TOTAL ENDOWMENT FUND	\$ 250
 TOTAL EXPENDITURES – ALL FUNDS	 \$391,050

Ms. Lipps seconded and the motion carried unanimously.

Ms. Norman reviewed the Library salary plan for 2020. She requested that the Board approve an additional \$2,500 for salaries in addition to the \$36,700 approved at the November Board meeting, giving a total of \$39,200. The majority of Staff will receive a 3% 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 \$38,374, resulting in a total average (unweighted) staff salary at 24% of range. Ms. Coffee moved that the Plan be accepted, Ms. Lipps seconded, and the motion was unanimously approved

Ms. Norman reported that the newly-hired Teen Services Assistant had resigned after three days, leaving the Adult & Teen Services department very short staffed. However, she and Lisa Krok had interviewed a candidate and expected to make her an offer within the next few days. She noted that

several applications had been received for the Technology Assistant and the Circulation Services Assistant positions and that interviews will be set up shortly for those openings. She also announced that the Library will begin migrating to an automated payroll system early next year.

Director Martinez announced that the Library's circulation continues to show a substantial increase since joining the CLEVNET consortium. The Strategic Plan draft was presented for the Board's review and approval; it was decided to table that action to January's meeting when the open Board seat will have been filled.

Director Martinez noted that J. & K. Sarosy had made a \$50 contribution to the Library's Schick Family Fund. Ms. Coffee moved that the gift be accepted with gratitude, Ms. Nasca seconded, and the motion carried unanimously.

Mr. Keener announced that a candidate had been recommended to the County Commissioners to fill the seat vacated by Mr. Malchesky. He hopes to hear positively from the commissioners very soon.

Ms. Nasca moved that the Board adjourn to Executive Session for the purpose of discussing administrative performance and compensation. Rev. Mirbel seconded, the motion carried unanimously, and the session began at 5:25 P.M. The executive session concluded at 5:35 P.M. Ms. Nasca so moved, Ms. Coffee seconded, and the motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:45 P.M.

Kenneth Keener, President

Catherine Nasca, Secretary