

Board of Trustees of Morley Library

January 19, 2022

A regular meeting of the Board of Trustees of Morley Library was called to order at 3:20 P.M. on January 19, 2022 by Mr. Keener. The following members were present:

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

The minutes of the December 15, 2021 regular Board Meeting were reviewed. Ms. Lipps moved that the minutes be approved as submitted, Ms. Coffee seconded, and the motion carried unanimously.

Ms. Norman reviewed the December financial reports, including an explanation of total year 2021 budget variances. Ms. Coffee moved that the reports be approved as submitted, Ms. Severa seconded, and the motion carried unanimously.

Ms. Norman reported that no line item reallocations to the 2021 Appropriation were needed to close the 2021 books.

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

Resolution 2022-01 Temporary Appropriation II for 2022

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$110 000
1400 OPERS	15 000
1610 Health Insurance	7 000
1620 Medicare	<u>1 800</u>
	\$133 800

Supplies

2110 General & Administrative Supplies	\$ 200
2120 Processing Supplies	1 000
2151 Program Supplies – Adult & Teen	200
2152 Program Supplies – Children	200
2200 Maintenance Supplies	<u>500</u>
	\$ 2 100

Purchased & Contracted Services

3110 Travel & Meeting Expense	\$ 200
3250 Marketing Expense	500
3320 Equipment Maintenance	1 100
3500 Rents & Leases	<u>200</u>
	\$ 2 000

Library Materials & Information

4100 Books & Pamphlets	\$ 5 000
4200 Periodicals	4 400
4330 Audiobooks	500
4332 Digital Audiobooks	2 500
4360 DVDs	3 000
4380 Video Games	500
4510 Data Bases	<u>2 500</u>
	\$ 18 400

Capital Outlay	
5520 Software	\$ 300
Contingency	
8900 Contingency	\$ 3 100
TOTAL GENERAL FUND	\$159 700

Ms. Lipps moved adoption of the Resolution, Ms. Severa seconded, and the motion carried unanimously.

Ms. Norman updated the Board on staff protocols regarding COVID exposure and postponement of hiring plans pending resumption of pre-pandemic library operating hours.

Director Martinez reported on the status of the exterior door project.

Director Martinez reported that the library had received several donations: \$500 from Painesville Rotary (to be used for the Winter Reading program); \$50 from William & Beth Buckman in memory of Rita Hanley; and \$40 from Sandra Armeni in memory of Elaine Spondike. Ms. Coffee moved that the gifts be accepted with gratitude, Ms. Lipps seconded, and the motion passed unanimously.

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

**Resolution 2022-02
Renewal of Section 125 Premium Only Plan**

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective February 1, 2022 presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

Mr. Di Iorio so moved, Ms. Severa seconded, and the motion carried unanimously.

Ms. Norman asked the Board to approve the following resolution:

RESOLUTION 2022-03 Disposal of Surplus Materials

BE IT RESOLVED, that the Director of Morley Library is authorized to dispose of any surplus Library property as appropriate. This includes furniture and equipment as well as Library materials such as books and DVDs.

Ms. Severa so moved, Ms. Lipps seconded, and the motion carried unanimously.

Ms. Lipps moved that the Board re-elect current officers Mr. Kenneth Keener (President), Ms. Sandra Coffee (Vice-President), and Ms. Catherine Nasca (Secretary) for 2022. Ms. Severa seconded and the motion passed unanimously.

Ms. Coffee moved that the Board reappoint Peggy A. Norman as Fiscal Officer for 2022. Mr Di Iorio seconded and the motion carried unanimously.

Mr. Di Iorio moved that the Board reappoint Aurora Martinez as Deputy Fiscal Officer for 2022. Ms. Severa seconded and the motion carried unanimously.

Director Martinez reminded the Board that the Ohio Library Council will hold a Trustee Workshop virtually on Saturday, March 12. Registrations are due by February 28. She encouraged as many as possible to attend.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 4:15 P.M.

Kenneth Keener, President

Albert Di Iorio, Secretary Pro-Tem