

Board of Trustees of Morley Library

December 14, 2022

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on December 14, 2022 by Mr. Keener. The following members were present:

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

Ms. Norman was also available to participate in the meeting via Zoom link.

The minutes of the November 16, 2022 regular Board Meeting were reviewed. Ms. Coffee moved that the minutes be approved as submitted, Ms. Nasca seconded, and the motion carried unanimously.

Ms. Norman reviewed the September financial reports. Ms. Coffee moved that the reports be accepted, Mr. Gorom seconded, and the motion passed unanimously.

Ms. Norman reviewed the October financial reports. Ms. Nasca moved that the reports be accepted, Ms. Severa seconded, and the motion carried unanimously.

Ms. Norman asked that the Board reallocate the following line items in the General Fund's 2022 Appropriation: \$2 000 to #2200 Maintenance Supplies; \$3 000 to #3370 Security; \$500 to #3500 Rents and Leases; \$600 to #4320 Music CDs; \$2 000 to #4330 Audiobooks; \$6 000 to #4332 Digital Audiobooks; \$500 to #4362 Digital TV Series; \$13 000 to #4510 Databases; and \$500 to #5520 Software. All would come from #1100 Salaries. She also asked that \$500 be reallocated to #2900 Other Supplies from #1190 Termination Payments in the Trust Fund's 2022 Appropriation. Mr. Di Iorio so moved, Ms. Nasca seconded, and the motion carried unanimously.

Ms. Coffee proposed the following resolution:

Resolution 2022-11

Authorizing the Fiscal Officer to Reallocate Line Items for the Purpose of Closing the 2022 Books

RESOLVED, that the Fiscal Officer is authorized by this Board to make any line item reallocations to the 2022 Appropriation as necessary to close out the Library's books for calendar year 2022. Any changes made will be reviewed with the Board at its January 2023 organizational meeting.

Mr. Di Iorio seconded and the resolution carried unanimously.

Ms. Nasca recommended adoption of the following resolution:

**Resolution 2022-12
2023 Temporary Appropriation I**

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$120 000
1400 OPERS	16 000
1610 Health Insurance	86 000
1620 Medicare	1 800
1910 Employee Memberships	<u>200</u>
	\$224 000

Supplies

2110 General & Administrative Supplies	\$ 500
2120 Processing Supplies	500
2151 Programming Supplies – Adult & Teen	500
2152 Programming Supplies – Children	500
2200 Maintenance & Repair Supplies	1 500
2900 Other Supplies	<u>200</u>
	\$ 3 700

Purchased & Contracted Services

3110 Travel & Meetings	\$ 4 000
3200 Communication, Printing, Publicity	2 500
3250 Marketing Expense	300
3310 Building Maintenance	30 000
3320 Equipment Maintenance	3 000
3370 Security	15 000
3600 Utilities	35 000
3700 Professional Services	4 000
3751 Programming Services – Adult & Teen	300
3752 Programming Services – Children	<u>300</u>
	\$ 94 400

Library Materials & Information

4100 Books & Pamphlets	\$12 000
4110 E Books	4 000
4200 Periodicals	5 000
4320 Music CDs	500
4330 Audio Books	1 500
4332 Digital Audiobooks	4 500
4360 DVDs	3 000
4380 Video Games	1 000
4510 Data Bases	<u>1 000</u>
	\$ 32 500

Capital Outlay

5510 Furniture & Equipment	\$ 2 000
5520 Software	<u>500</u>
	\$ 2 500

Other Objects

7100 Dues & Memberships	\$ 5 500
7200 Taxes & Assessments	<u>500</u>
	\$ 6 000

Contingency

8900 Contingency	\$ 7 500
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TOTAL GENERAL FUND \$370 600

TRUST FUND

2900 Other Supplies	<u>\$ 500</u>
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TOTAL TRUST FUND \$ 5200

TOTAL EXPENDITURES – ALL FUNDS \$371 100

Ms. Severa seconded and the motion carried unanimously.

Ms. Norman reviewed the Library salary plan for 2023. She noted that several factors (rising inflation, the "Great Resignation", and Covid-related issues) were considered when arriving at the proposal. The majority of Staff will receive a 5% increase effective January 1. Three employees will vary from this for a number of reasons which were detailed separately. The net cost of salary actions will be \$67 706. Mr. Gorom moved that the Plan be accepted with the caveat that it be relooked in six months for possible adjustments, Ms. Nasca seconded, and the motion was unanimously approved.

Ms. Norman reviewed the HR Happenings, explaining the changes in the County's health plan for 2023.

Director Martinez asked that the January 2023 meeting be moved to January 25 due to a previous commitment of Ms. Norman's. All agreed. She also noted that a request for financial information had been received from Brian Massey.

Mr. Keener reported that Ms. Lipps' term on the Board had expired, and that with her consent he had contacted the Lake County Common Please Court about reappointing her.

Mr. Keener commented that a sub-committee to review 2023 compensation for Director Martinez and Ms. Norman had not been formed and will meet in January for that purpose. Mr. Gorom commented that any increases should be made retroactive to January 1, and other members agreed.

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