

Board of Trustees of Morley Library

January 17, 2018

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on January 17, 2018 by Mr. Keener. The following members were present:

Ms. Coffee Mr. Di Iorio Mr. Keener Rev. Mirbel
Ms. Nasca Dir. Martinez Ms. Norman

The minutes of the December 20, 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 December Treasurer's Report. Ms. Nasca moved that the report be accepted, Mr. Di Iorio seconded, and the motion passed unanimously.

Ms. Norman called the Board's attention to the 2017 General Fund Appropriation line item reallocations that she made in accordance with the resolution (2017-16) passed at the December regular board meeting to close out the Library's 2017 financial records:

\$65.03 to #1620 Medicare from #1650 Worker's Compensation
\$699.64 to #2151 Programming Supplies - Adult from #3751 Programming Services - Adult
\$90.40 to #2152 Programming Supplies - Children from #3752 Programming Services - Children
\$150.63 to #3120 Training Expense from #3110 Travel & Meeting Expense
\$2 888.64 to #4200 Periodicals from #4100 Books & Pamphlets

Ms. Norman reported that the 2018 Permanent Appropriation would be presented at a later meeting, and asked that the following additional Temporary Appropriation be adopted:

Resolution 2018-01 Temporary Appropriation II for 2018

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$100,000
1400 OPERS	15,500
1620 Medicare	1,500
1910 Employee Memberships	<u>100</u>
	\$117,100

Supplies

2110 General & Administrative Supplies	\$ 300
2151 Program Supplies – Adult & Teen	250
2152 Program Supplies – Children	250
2900 Other Supplies	<u>300</u>
	\$ 1,100

Purchased & Contracted Services

3151 Program Refreshments – Adult & Teen	\$ 100
3250 Marketing Expense	100
3310 Building Maintenance Expense	9,000
3600 Utilities	15,000
3700 Professional Services	1,500
3751 Program Services – Adult & Teen	200
3752 Program Services - Children	<u>200</u>
	\$ 26,100

Library Materials & Information	
4100 Books & Pamphlets	\$ 5,000
4110 E Books	500
4200 Periodicals	500
4320 Music CDs	500
4321 Digital Music	100
4330 Audiobooks	500
4332 Digital Audiobooks	500
4360 DVDs	700
4370 BluRays	200
4380 Video Games	300
4510 Data Bases	<u>1,200</u>
	\$ 10,000

Contingency	
8900 Contingency	\$ 3,000

TOTAL GENERAL FUND \$157,300

TRUST FUND

1190 Termination Payments	\$ 100
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TOTAL TRUST FUND \$ 100

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

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

**Resolution 2018-02
Readopting Section 125 Premium Only Plan for Plan Year Ending January 31, 2019**

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective February 1, 2018 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.

Rev. Mirbel so moved, Ms. Nasca seconded, and the motion carried unanimously.

Director Martinez reviewed the preliminary year end Circulation Statistics report.

The decision to place a 5 year vs. a permanent 1 mill operating levy on the November ballot was discussed briefly. Director Martinez will contact the Ohio Library Council to make sure the Library would not lose the state-supplied property tax rollbacks if the levy was made permanent.

Director Martinez noted that the following gifts had been made in memory of Kathleen Horvath: \$80 from Lois Heckman; \$35 from the WELP Remembrance Fund; \$50 from Debra Habat; \$100 from

Linda and David Sedmak; \$25 from William and Gwen Spicuzza; \$50 from Matt Yuko; \$25 from Lucretia Salvatore; \$40 from Ken and Vicki Zawicki; and \$25 from Linda Williams. The family has asked that these gifts be directed to the Library's Children's Department. In addition to these memorials, Albert Di Iorio donated \$25 and Lee Coffee Jr. donated \$250. Rev. Mirbel moved that the gifts be accepted with gratitude, Ms. Coffee seconded, and the motion carried unanimously.

Rev. Mirbel moved that the Board reappoint Peggy A. Norman as Fiscal Officer for 2018. Ms. Coffee seconded and the motion carried unanimously.

Ms. Nasca moved that the Board reappoint Aurora Martinez as Deputy Fiscal Officer for 2018. Mr. Di Iorio seconded and the motion carried unanimously.

Mr. Di Iorio moved that the Board re-elect current officers Mr. Kenneth Keener (President), Ms. Sandra Coffee (Vice-President), and Ms. Catherine Nasca (Secretary) for 2018. Ms. Nasca seconded and the motion carried unanimously.

Director Martinez requested that the following resolution be passed:

RESOLUTION 2018-03 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. Coffee so moved, Ms. Nasca seconded, and the motion carried unanimously.

Ms. Nasca moved that the following resolution be adopted:

RESOLUTION 2018-04: Dolly Inman Retirement

WHEREAS, Donna "Dolly" Inman has served as a Morley Library employee since September 2, 1994; and

WHEREAS, her dedicated service, empathy for others, organizational skills, and loyalty to the Library and its patrons was exemplary; and

WHEREAS, her friendliness and kindness contributed much to the success of her department and of the Library; and

NOW, THEREFORE BE IT RESOLVED, that on behalf of the Trustees, the Staff, and the Morley Library District, the Trustees hereby express gratitude and appreciation to Dolly Inman for 23 years of service to the Library and the Community; and be it further

RESOLVED, that Ms. Inman will be paid 25% of her accumulated sick leave, not to exceed \$100, upon her retirement.

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 5:10 P.M.

Kenneth Keener, President

Catherine Nasca, Secretary