

Board of Trustees of Morley Library

January 16, 2019

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on January 16, 2019 by Mr. Keener. The following members were present:

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

The minutes of the December 19, 2018 regular Board Meeting were reviewed. Mr. Malchesky moved that the minutes be approved as submitted, Ms. Coffee seconded, and the motion carried unanimously.

Ms. Norman reviewed the December Treasurer's Report. Rev. Mirbel moved that the report be accepted, Mr. Malchesky seconded, and the motion passed unanimously.

Ms. Norman called the Board's attention to the 2018 General Fund Appropriation line item reallocations that she made in accordance with the resolution (2018-13) passed at the December regular board meeting to close out the Library's 2018 financial records:

\$330.00 to #1670 Unemployment from #1650 Worker's Compensation
\$450.00 to #3400 Insurance from #3110 Travel & Meeting Expense
\$850.00 to #3751 Program Services – Adult & Teen from #2151 Program Supplies – Adult & Teen
\$300.00 to #7500 Refunds & Reimbursements from #4100 Books & Pamphlets

Ms. Norman reported that the 2019 Permanent Appropriation would be presented at a later meeting, and asked that the following additional Temporary Appropriation be adopted:

Resolution 2019-01 Temporary Appropriation II for 2019

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$115 000
1400 OPERS	15 000
1620 Medicare	1 600
1910 Employee Memberships	<u>200</u>
	\$131 800

Supplies

2110 General & Administrative Supplies	\$ 500
2120 Processing Supplies	1 000
2151 Program Supplies – Adult & Teen	500
2152 Program Supplies – Children	3 500
2200 Maintenance Supplies	2 000
2900 Other Supplies	<u>300</u>
	\$ 7 800

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.

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

Resolution 2019-03
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 Public 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, 2019; 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 Public 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	\$1,170,834.00
Debt Service Fund	<u>900,468.00</u>
TOTAL	\$2,071,302.00

County Auditor's Estimate of Tax Rate to be Levied (outside 10 mill limit) = 1.70
General Fund Levy authorized by voters on 11/04/14, not to exceed 5 years = 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.

Ms. Nasca so moved, Ms. Lipps seconded, and the motion passed unanimously.

Director Martinez reviewed the preliminary year end Circulation Statistics report. She also reported that the State Library of Ohio was planning to assist us with updating the Library's Strategic Plan this spring, and that a space utilization study would be included as part of this Plan.

Director Martinez noted that Catherine Nasca had donated \$50 in memory of Charles Martinez. Ms. Coffee moved that the gift be accepted with gratitude, Ms. Lipps seconded, and the motion carried unanimously.

Mr. Malchesky moved that the Board reappoint Peggy A. Norman as Fiscal Officer for 2019. Mr. Di Iorio seconded and the motion carried unanimously.

Ms. Lipps moved that the Board reappoint Aurora Martinez as Deputy Fiscal Officer for 2019. Ms. Coffee seconded and the motion carried unanimously.

Mr. Malchesky moved that the Board re-elect current officers Mr. Kenneth Keener (President), Ms. Sandra Coffee (Vice-President), and Ms. Catherine Nasca (Secretary) for 2019. Mr. Di Iorio seconded and the motion carried unanimously.

Director Martinez requested that the following resolution be passed:

RESOLUTION 2019-04 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.

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

Ms. Norman distributed a proposed Credit Card Policy for the Board's review and approval. Mr. Malchesky moved that the Policy be adopted as submitted, Ms. Lipps seconded, and the motion passed unanimously.

Director Martinez reviewed some recommended revisions to the Library's Loan Policies which will align the Morley policies more closely with other libraries in the Clevnet consortium. Ms. Nasca moved that the revisions be approved, Mr. Malchesky seconded, and the motion carried unanimously.

Ms. Norman distributed copies of the Library's Personal Time Policy, which she proposed be revised to more equitably address the allowance for newly-hired employees. Mr. Malchesky moved that the Policy be revised as submitted, Ms. Coffee seconded, and the motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:20 P.M.

Kenneth Keener, President

Catherine Nasca, Secretary