

Board of Trustees of Morley Library

January 25, 2023

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on January 25, 2023 by Ms. Coffee. The following members were present:

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

Facilities Administrator John Malady was also in attendance.

The minutes of the December 14, 2022 regular Board Meeting were reviewed. Ms. Lipps moved that the minutes be approved as submitted, Mr. Di Iorio seconded, and the motion carried unanimously.

Mr. Malady explained upcoming maintenance issues regarding the building's HVAC system. One of the system's two boilers needs to be torn down and serviced; doing so should extend its useful life, but it will still probably need to be replaced in 2-3 years. He has been quoted \$38 500 to do the work. The building's original system is approaching 20 years of service and he expects it will need extensive repairs or replacement within a few years. Board members had a brief discussion regarding the matter after which Mr. Malady left the meeting.

Ms. Norman reviewed the November financial reports. Ms. Severa moved that the reports be approved as submitted, Mr. Gorom seconded, and the motion carried unanimously. Ms. Norman reviewed the December financial reports, noting that increased PLF and levy revenues and reduced staffing costs had increased the year-end General Fund balance by approximately \$400K year over year. Ms. Lipps moved that the reports be approved as submitted, Mr. Gorom seconded, and the motion carried unanimously.

Ms. Norman reported that she had made the following line item reallocations to the 2022 General Fund Appropriation to close the 2022 books: \$120 to #1630 Dental Insurance from #1660 Life Insurance; \$10 to #2152 Children's Programming Supplies from #3152 Children's Programming Refreshments; and \$500 to #4320 Music CDs from #4360 DVDs. Mr. Gorom moved that the reallocations be accepted, Mr. Di Iorio seconded, and the motion passed unanimously.

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

Resolution 2023-01 Temporary Appropriation III for 2023

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$115 000
1400 OPERS	16 800
1620 Medicare	<u>1 700</u>
	\$133 500

Supplies

2110 General & Administrative Supplies	\$ 700
2120 Processing Supplies	900
2151 Program Supplies – Adult & Teen	300
2152 Program Supplies – Children	300
2200 Maintenance Supplies	1 500
2900 Other Supplies	<u>1 200</u>
	\$ 4 900

Purchased & Contracted Services

3120 Training Expense	\$ 100
3250 Marketing Expense	200
3310 Building Maintenance	10 000
3400 Insurance	1 000
3500 Rents & Leases	1 500
3600 Utilities	5 000
3700 Professional Services	1 000
3751 Programming Services – Adult & Teen	200
3752 Programming Services – Children’s	200
	<u>\$ 19 200</u>

Library Materials & Information

4100 Books & Pamphlets	\$ 10 000
4110 E Books	1 000
4200 Periodicals	500
4321 Digital Music	200
4330 Audiobooks	1 500
4360 DVDs	3 000
4361 Digital Movies	600
4362 Digital TV Series	600
4920 Hot Spots – Data Packages	1 500
	<u>\$ 18 900</u>

Capital Outlay

5520 Software	\$ 1 500
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Contingency

8900 Contingency	\$ 2 500
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TOTAL GENERAL FUND \$ 180 500

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

Director Martinez reviewed the Library’s circulation and usage statistics for 2022.

Director Martinez reported that the library had received two gifts: \$1 000 from Painesville Rotary (to be used for the Winter Reading program), and \$50 from Karen Sarosy (to be used for the Schick Family Fund collection). Mr. Di Iorio moved that the gifts be accepted with gratitude, Ms. Severa seconded, and the motion passed unanimously.

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

**Resolution 2023-02
Renewal of Section 125 Premium Only Plan**

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective February 1, 2023 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. Gorom so moved, Ms. Lipps seconded, and the motion carried unanimously.

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

RESOLUTION 2023-03 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.

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

Ms. Severa moved that the Board reappoint Peggy A. Norman as Fiscal Officer for 2023. Mr. Gorom seconded and the motion carried unanimously.

Ms. Coffee moved that the Board reappoint Aurora Martinez as Deputy Fiscal Officer for 2023. Mr. Gorom seconded and the motion carried unanimously.

Ms. Coffee announced that Marietta Lipps had been reappointed to the Board by Lake County Common Pleas Judge John P. O'Donnell for the term December 19, 2022 to December 20, 2029.

Ms. Coffee moved that the Board adjourn to executive session for discussion of personnel matters. Ms. Lipps seconded and the executive session began at 5:40 PM. At 6:25 PM Ms. Coffee moved that the Board resume normal deliberations, Ms. Severa seconded, and the executive session ended.

There being no further business to come before the Board, the meeting was adjourned by Ms. Coffee at 6:30 P.M.

Sandra Coffee, Vice-President

Albert Di Iorio, Secretary Pro-Tem