

Board of Trustees of Morley Library

February 19, 2020

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on February 19, 2020 by Mr. Keener. The following members were present:

Mr. Di Iorio	Mr. Gorom	Mr. Keener
Ms. Lipps	Rev. Mirbel	Ms. Norman

The minutes of the January 15, 2020 regular Board Meeting were reviewed. Rev. Mirbel moved that the minutes be approved as submitted, Mr. Gorom seconded, and the motion carried unanimously.

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

Ms. Norman reported that the 2020 Permanent Appropriation would be presented at a later meeting, and asked that the following additional Temporary Appropriation be adopted:

Resolution 2020-04 Temporary Appropriation III for 2020

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$ 50 000
1400 OPERS	15 000
1620 Medicare	<u>800</u>
	\$ 65 800

Supplies

2152 Program Supplies - Children	\$ 1 200
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Purchased & Contracted Services

3310 Building Maintenance	\$ 5 000
3370 Security	<u>2 000</u>
	\$ 7 000

Library Materials & Information

4100 Books & Pamphlets	\$ 10 000
4200 Periodicals	13 000
4320 Music CDs	500
4330 Audiobooks	500
4360 DVDs	<u>6 000</u>
	\$ 30 000

Capital Outlay

5520 Software	\$ 700
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Other Objects

7200 Taxes & Assessments	\$ 10
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Contingency

8900 Contingency	<u>\$ 2 000</u>
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TOTAL GENERAL FUND	\$106 710
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BUILDING FUND

5400 Building Improvements	\$ 60 000
TOTAL BUILDING FUND	\$ 60 000
TOTAL EXPENDITURES – ALL FUNDS	\$166 710

Mr. Gorom moved adoption of the Resolution, Rev. Mirbel seconded, and the motion carried unanimously.

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

Resolution 2020-05
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, 2020; 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 limit; 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	\$1 187 177.00
Debt Service Fund	<u>652 333.00</u>
TOTAL	\$1 839 510.00

County Auditor's Estimate of Tax Rate to be Levied (outside 10 mill limit) = 1.50
General Fund Continuous Levy authorized by voters on 11/06/18 = 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.

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

Ms. Norman reviewed the month's HR Happenings.

In Director Martinez's absence, Ms. Norman briefed Board members on the status of various current facilities projects. She noted that in response to continuing staff complaints about lighting conditions in the building an estimate of \$30K had been received from a local electrical company for labor to replace all burnt out lights with LED fixtures. A viable alternative is to have the Facilities Manager replace all burnt out lights on an overtime basis over about 3 weeks' time at a substantial cost savings. LED conversions would then occur as lights burned out in the future. The Board unanimously agreed that the in-house option should be pursued.

In Director Martinez's absence, Ms. Norman reported that meetings were planned with several firms over the next few weeks to select a consultant to assist with the building refresh. She noted that the Board needed to provide guidance on spending limits so that projects could be selected to pursue, and remarked that that might be difficult to do without evaluating the pros and cons of each one.

Ms. Norman asked that the Board approve the following:

Invitation to Bid

The Morley Library Board of Trustees will receive sealed bids for repainting all interior walls and trim of the facility located at 184 Phelps St. Painesville, OH 44077 until 12:00 noon Friday, March 13, 2020. At that time, the bids will be publicly opened and read aloud in the Library's computer classroom located on the building's lower level. The Board will award the contract within two weeks of bid opening to the lowest responsible bidder (ORC 3375.41).

Interested parties should plan to attend a mandatory building walk-through on Friday, February 28, 2020 at 2:00 PM; copies of the bid documents and building layout will be available at that time. The Board reserves the right to waive irregularities in bids, to reject any and all bids, and to conduct any necessary investigations to determine the responsibility of a bidder. No bid may be withdrawn within 30 days after bid opening.

Questions should be directed to maintenance@morleylibrary.org. Morley Library is an equal opportunity employer and welcomes bids from locally-owned, minority-owned businesses.

Rev. Mirbel so moved, Mr. Gorom seconded, and the motion carried unanimously.

Ms. Lipps recommended approval of the following resolution:

**Resolution 2020-06
Authorizing Public Opening and Reading of Bids by Fiscal Officer**

RESOLVED, that the bids for painting the Library will be opened and read publicly by the Fiscal Officer immediately after the time for their filing has expired (12 noon March 13, 2020). A tabulation of the bids will be presented to the Library Board at its Regular Meeting on March 25th, 2020, at which time the contract will be awarded to the lowest responsible bidder.

Mr. Di Iorio seconded and the motion carried unanimously.

Ms. Norman requested that at the suggestion of the County Prosecutor's Office her title be modified to Administrative Services Manager & Fiscal Officer to both reflect her fiscal responsibilities and her role as Human Resources manager. Ms. Lipps so moved, Mr. Di Iorio seconded, and the motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:15 P.M.

Kenneth Keener, President

Albert Di Iorio, Secretary Pro-Tem