

Board of Trustees of Morley Library

March 31, 2020

A regular meeting of the Board of Trustees of Morley Library via teleconference was called to order at 4:30 P.M. on March 31, 2020 by Mr. Keener. The following members were present:

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

Also attending were nearly a dozen members of the Morley Library staff.

The minutes of the February 19, 2020 regular Board Meeting were reviewed. Mr. Gorom moved that the minutes be approved as submitted, Mr. Di Iorio seconded, and the motion carried unanimously.

Ms. Norman reviewed the February Treasurer's Report. Mr. Di Iorio moved that the report be accepted, Ms. Nasca seconded, and the motion passed unanimously.

Ms. Norman distributed copies of the proposed 2020 Permanent Appropriation. She noted that in light of the COVID-19 disruption of operations the Appropriation should be relooked as soon as more information is available regarding State funding and other matters. She recommended approval of the following:

Resolution 2020-07 Permanent Appropriation for 2020

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$1,313,320
1400 OPERS	180,992
1610 Medical Insurance	268,927
1620 Medicare	19,044
1630 Dental Insurance	21,402
1640 Vision Insurance	1,523
1650 Worker's Compensation	2,321
1660 Life Insurance	522
1670 Unemployment Compensation	5,000
1910 Employee Memberships	<u>860</u>
	\$1,813,911

Supplies

2110 General & Administrative Supplies	\$ 6,500
2120 Processing Supplies	15,500
2151 Program Supplies – Adult & Teen	7,000
2152 Program Supplies – Children	8,000
2200 Maintenance & Repair Supplies	22,500
2900 Other Supplies	<u>3,500</u>
	\$ 63,000

Purchased & Contracted Services

3110 Travel & Meetings	\$ 8,500
3120 Training	4,100
3151 Program Refreshments – Adult & Teen	700
3152 Program Refreshments – Children	500
3200 Communication, Printing, Publicity	18,600
3250 Marketing Expense	5,000
3310 Building Maintenance & Repair	107,200
3320 Equipment Maintenance & Repair	17,000

3370 Security	78,000
3400 Insurance	19,000
3500 Rents & Leases	7,300
3600 Utilities	160,000
3700 Professional Services	34,350
3751 Program Services – Adult & Teen	4,500
3752 Program Services – Children	2,500
3800 Library Material Control Services	<u>102,500</u>
	\$569,750

Library Materials & Information

4100 Books & Pamphlets	\$164,700
4110 E Books	35,000
4200 Periodicals	16,750
4210 E Periodicals	5,000
4320 AV - Music CDs	6,000
4321 AV – Digital Music	2,000
4330 AV - Audiobooks	14,000
4332 AV – Digital Audiobooks	22,000
4360 AV – DVDs	38,000
4361 AV – Digital DVDs	4,000
4362 AV – Digital TV Series	2,000
4380 AV – Video Games	15,000
4510 Data Bases	38,000
4900 Other Library Materials	1,500
4910 Hot Spots – Hardware	1,000
4920 Hot Spots – Data Packages	3,600
4930 Circulating Board Games	<u>600</u>
	\$369,150

Capital Outlay

5510 Furniture & Equipment	\$ 28,500
5520 Software	<u>8,370</u>
	\$ 36,870

Other Objects

7100 Dues & Memberships	\$ 11,855
7200 Taxes & Assessments	510
7500 Refunds & Reimbursements	<u>600</u>
	\$ 12,965

Contingency

8900 Contingency	\$ 72,000
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TOTAL GENERAL FUND \$2,937,646

SPECIAL PROJECTS FUND

3700 Professional Services	\$ 2,000
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TOTAL SPECIAL PROJECTS FUND \$ 2,000

DEBT SERVICE FUND

3700 Professional Services	\$ 6,064
6100 Redemption of Principle	625,000
6200 Interest Expense	<u>18,750</u>

TOTAL DEBT SERVICE FUND \$ 649,814

BUILDING FUND

3700 Professional Services	\$ 10,000
5400 Building Improvements	900,000
5510 Furniture & Equipment	<u>100,000</u>
TOTAL BUILDING FUND	\$1,010,000

TRUST FUND

1190 Termination Payments	\$ 21,445
1620 Medicare	311
2900 Other Supplies	300
3110 Travel & Meeting Expense	<u>500</u>
TOTAL TRUST FUND	\$ 22,556

ENDOWMENT FUND

2151 Adult & Teen Program Supplies	\$ 300
4100 Books & Pamphlets	<u>1,000</u>
TOTAL ENDOWMENT FUND	\$ 1,300

TOTAL EXPENDITURES – ALL FUNDS \$4,623,016

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

Ms. Norman reported that Rachelle Perry had been hired to fill the open Teen Services position and would begin work as soon as the Library reopens. She also updated the Board on the many facets of the COVID-19 pandemic's impact on the Library.

Director Martinez reported on the maintenance projects being performed by Facilities Administrator Rob Goe during the shutdown. She thanked the Board for its support during her extended absence this year.

Ms. Norman reported that three bids had been received for the Library repainting project. Two were quite close but one of those had submitted insufficient information with its package. She recommended that the project be awarded to K-Boom Painting Company in the amount of \$145 500. Mr. Di Iorio so moved, Mr. Gorom seconded, and the motion carried unanimously.

Ms. Norman presented the Board with two policies pertaining to the COVID-19 crisis, the COVID-19 Paid Sick Leave Policy and the COVID-19 Expanded Family & Medical Leave Policy. These reflect the federal laws that have been enacted to deal with the pandemic. Ms. Coffee moved that the Sick Leave policy be approved, Mr. Di Iorio seconded, and the motion passed unanimously. Mr. Gorom moved that the Expanded FMLA policy be approved, Ms. Coffee seconded, and the motion passed unanimously.

Discussion turned to the question of paying Library staff while the Library is shut down. Director Martinez stated that the school closings would very likely be extended through May 1, and recommended that the Library follow that same schedule. Most area libraries are paying staff through the end of April and plan to reconsider the situation at that time. Many comments ensued and it was finally agreed to pay Staff through April 15 and relook the situation at the next Board meeting.

Mr. Keener asked Ms. Norman to work with the Systems Administrator to find a useable platform for future virtual meetings. Mr. Gorom's law firm graciously donated its system for the March meeting.

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