

Board of Trustees of Morley Library

December 16, 2020

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on December 16, 2020 by Mr. Keener. The following members were present:

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

The minutes of the November 18, 2020 regular Board Meeting were reviewed. Ms. Coffee moved that the minutes be approved as submitted, Ms. Lipps seconded, and the motion carried unanimously.

Ms. Norman presented the November financial reports. Ms. Severa moved that the reports be accepted, Mr. Di Iorio seconded, and the motion passed unanimously.

Ms. Norman asked that the Board reallocate the following line items in the General Fund's 2020 Appropriation: \$10 to #1640 Vision Insurance from #1630 Dental Insurance, and \$300 to #1660 Life Insurance from #1670 Unemployment Insurance. Ms. Coffee so moved, Ms. Lipps seconded, and the motion carried unanimously.

Ms. Lipps proposed the following resolution:

Resolution 2020-13

Authorizing the Fiscal Officer to Reallocate Line Items for the Purpose of Closing the 2020 Books

RESOLVED, that the Fiscal Officer is authorized by this Board to make any line item reallocations to the 2020 Appropriation as necessary to close out the Library's books for calendar year 2020. Any changes made will be reviewed with the Board at its January 2021 organizational meeting.

Ms. Severa seconded and the resolution carried unanimously.

Ms. Coffee recommended adoption of the following resolution:

Resolution 2020-14

Temporary Appropriation for 2021

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$105,000
1400 OPERS	15,000
1610 Health Insurance	71,000
1620 Medicare	1,600
1650 Worker's Compensation	900
1910 Employee Memberships	<u>200</u>
	\$193,700

Supplies

2110 General & Administrative Supplies	\$ 500
2120 Processing Supplies	500
2151 Programming Supplies – Adult & Teen	300
2152 Programming Supplies – Children	500
2200 Maintenance & Repair Supplies	1,500
2900 Other Supplies	<u>200</u>
	\$ 3,500

Purchased & Contracted Services

3110 Travel & Meetings	\$ 500
3120 Training Expense	500
3200 Communication, Printing, Publicity	2,100
3250 Marketing Expense	200
3310 Building Maintenance	25,000
3320 Equipment Maintenance	1,500
3370 Security	7,000
3400 Insurance	1,000
3500 Rents & Leases	1,700
3600 Utilities	35,000
3700 Professional Services	4,000
3751 Programming Services – Adult & Teen	500
3752 Programming Services – Children	500
3800 Library Material Control Services	<u>25,000</u>
	\$104,500

Library Materials & Information

4100 Books & Pamphlets	\$15,000
4110 E Books	5,000
4200 Periodicals	300
4320 Music CDs	500
4321 Digital Music	500
4330 Audio Books	1,800
4332 Digital Audiobooks	2,500
4360 DVDs	3,000
4361 Digital DVDs	1,200
4362 Digital TV	1,000
4380 Video Games	1,500
4510 Data Bases	5,500
4920 Hot Spots – Data Packages	<u>2,500</u>
	\$ 40,300

Capital Outlay

5520 Software	\$ 1,000
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Other Objects

7100 Dues & Memberships	\$ 5,000
7200 Taxes & Assessments	500
7500 Refunds & Reimbursements	<u>100</u>
	\$ 5,600

Contingency

8900 Contingency	\$ 7,000
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TOTAL GENERAL FUND \$355,600

SPECIAL REVENUE FUND

213-2200 CARES Minigrant – Maint Supplies	<u>\$ 3,000</u>
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TOTAL SPECIAL REVENUE FUND \$ 3,000

TRUST FUND

2900 Other Supplies	<u>\$ 200</u>
TOTAL TRUST FUND	\$ 200
TOTAL EXPENDITURES – ALL FUNDS	\$358,800

Mr. Di Iorio seconded and the motion carried unanimously.

Ms. Norman reviewed the Library salary plan for 2021. The majority of Staff will receive a 3% increase effective January 1. Ten employees will vary from this for a number of reasons which were detailed separately. The net cost of salary actions will be \$37,003, resulting in a total average (unweighted) staff salary at 29% of range. Mr. Keener moved that the Plan be accepted, Ms. Lipps seconded, and the motion was unanimously approved.

Ms. Martinez requested that the Board authorize the use of Trust Fund monies for staff “Sunshine” usage such as bereavement memorials. Mr. Gorom suggested that a “Goodwill” account be established in the initial amount of \$1,000 for expanded Staff recognition and appreciation purposes, to be used at the discretion of Director Martinez and/or Ms. Norman. Mr. Keener so moved, Mr. Gorom seconded, and the motion carried unanimously.

Ms. Norman reviewed the HR Happenings, noting that an employment offer had been extended to a candidate for the Children’s Services Manager position. Library operating hours for the next several weeks were also discussed.

Director Martinez reported that a patron’s vehicle had damaged a light by the drive-up window and that a police report had been filed. The patron has been contacted and Ms. Norman will follow up with his insurance company.

Director Martinez noted that J. & K. Sarosy had made a \$50 contribution to the Library’s Schick Family Fund. Ms. Coffee moved that the gift be accepted with gratitude, Ms. Lipps seconded, and the motion carried unanimously.

Ms. Norman asked that the Board extend the expiration dates on two COVID-related policies (FMLA Leave Policy and COVID Paid Sick Leave Policy) that were set to expire on December 31. The Policies will be extended through 2021 in response to the extended pandemic. Mr. Gorom so moved, Ms. Severa seconded, and the motion carried unanimously.

Ms. Norman briefly reviewed the assumptions in regards to the pandemic that she plans to build into the 2021 Appropriation. Members were in agreement.

Ms. Coffee moved that the Board adjourn to Executive Session for the purpose of discussing administrative performance and compensation. Mr. Di Iorio seconded, the motion carried unanimously, and the session began at 5:45 P.M. The executive session concluded at 6:30 P.M. Mr. Keener also moved that the Board extend Director Martinez’ salary through the end of January when the results of her medical treatments will be better understood. Ms. Severa seconded and the motion was unanimously passed.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 6:40 P.M.

Kenneth Keener, President

Sandra Coffee, Secretary Pro-Tem