

Board of Trustees of Morley Library

January 17, 2024

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:40 P.M. on January 17, 2024 by Mr. Keener. The following members were present:

Ms. Coffee	Mr. Gorom	Mr. Keener	Ms. Nasca
Ms. Severa	Dir. Martinez	Ms. Norman	

Facilities Administrator John Malady was also in attendance.

The minutes of the December 20, 2023 regular Board Meeting were reviewed. Mr. Gorom moved that the minutes be approved as submitted, Ms. Severa seconded, and the motion carried unanimously.

Mr. Malady described continuing maintenance issues regarding the building's HVAC system. A component (VAV) has failed and will have to be replaced at a cost of \$2 646. There are several of these components in the system and after discussion it was decided to replace them as they fail instead of doing the entire batch at one time. Mr. Malady then left the meeting.

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. Coffee 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 2023 General Fund Appropriation to close the 2023 books: \$125 to #1610 Medical Insurance from #1630 Dental Insurance; \$100 to #2130 IT Supplies from #2110 General and Administrative Supplies; \$1 000 to #3110 Travel & Meeting Expense from #3120 Training Expense; \$2 700 to #3200 Communications from #3310 Building Maintenance & Repair; \$900 to #3400 Insurance from #3310 Building Maintenance & Repair; #200 to #3700 Professional Services from #3310 Building Maintenance & Repair; \$1 900 to #4100 Books & Pamphlets from #4510 Databases; and \$2 200 to #4110 Ebooks from #4510 Databases. Ms. Nasca moved that the reallocations be accepted, Ms. Coffee seconded, and the motion passed unanimously.

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

**Resolution 2024-01 Temporary Appropriation II for 2024**

**GENERAL FUND**

**Salaries and Leave Benefits**

1100 Salaries	\$125 000
1400 OPERS	17 000
1620 Medicare	1 800
1910 Employee Memberships	<u>100</u>
	\$143 900

**Supplies**

2110 General & Administrative Supplies	\$ 300
2120 Processing Supplies	500
2130 IT Supplies	200
2151 Program Supplies – Adult & Teen	300
2152 Program Supplies – Children	300
2200 Maintenance Supplies	<u>1 000</u>
	\$ 2 600

**Purchased & Contracted Services**

3110 Travel & Meeting Expense	\$ 1 000
3151 Programming Refreshments – Adult & Teen	100
3152 Programming Refreshments - Children	100
3250 Marketing Expense	300
3310 Building Maintenance & Repair	15 000
3500 Rents & Leases	1 500
3600 Utilities	<u>8 000</u>
	\$ 26 000

**Library Materials & Information**

4100 Books & Pamphlets	\$ 5 000
4110 E Books	1 500
4200 Periodicals	1 000
4321 Digital Music CDs	300
4332 Digital Audiobooks	1 000
4360 DVDs	1 000
4361 Digital Movies	800
4362 Digital TV Series	600
4380 Video Games	800
4910 Hot Spots – Hardware	1 000
4920 Hot Spots – Data Packages	<u>1 400</u>
	\$ 14 400

**Capital Outlay**

5520 Software	\$ 500
---------------	--------

**Other Objects**

7100 Dues & Memberships	\$ 5 500
7200 Taxes & Assessments	<u>500</u>
	\$ 6 000

**Contingency**

8900 Contingency	\$ 4 000
------------------	----------

**TOTAL GENERAL FUND \$ 197 400**

**CAPITAL FUND**

5400 Building Improvements	\$125 000
----------------------------	-----------

**TOTAL CAPITAL FUND \$125 000**

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

Ms. Norman reported that the library had three open part-time positions and that the jobs had been posted.

Director Martinez noted that 2024 is the Library's 125<sup>th</sup> Anniversary year and that she and staff members were starting to plan ways to celebrate this milestone. She reported discussions with Lake Erie College personnel on ways the Library can partner with the College to support students' learning and recreational needs. She also called attention to the annual Urban Library Report which discussed how libraries across the country are experiencing many of Morley's issues such as reduced circulation.

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

**Resolution 2024-02**

## Renewal of Section 125 Premium Only Plan

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective February 1, 2024 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.

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

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

### RESOLUTION 2024-03 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. Gorom so moved, Ms. Nasca seconded, and the motion carried unanimously.

Mr. Keener noted that Ms. Coffee's term as Library trustee would expire February 2<sup>nd</sup> and that she was interested in being reappointed. Appropriate contacts with the Lake County Commissioners Office will be made.

Mr. Gorom moved that the Board re-elect current officers Mr. Kenneth Keener (President), Ms. Sandra Coffee (Vice-President), and Ms. Catherine Nasca (Secretary) for 2024. Ms. Nasca seconded and the motion passed unanimously.

Ms. Severa moved that the Board reappoint Peggy A. Norman as Fiscal Officer for 2024. Ms. Nasca seconded and the motion carried unanimously.

Ms. Coffee moved that the Board reappoint Aurora Martinez as Deputy Fiscal Officer for 2024. Mr. Gorom seconded and the motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:55 P.M.

---

Kenneth Keener, President

---

Catherine Nasca, Secretary