

Board of Trustees of Morley Library

March 27, 2024

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on March 27, 2024 by Mr. Keener. The following members were present:

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

The minutes of the February 21, 2024 regular Board Meeting were reviewed. Ms. Lipps moved that the minutes be approved, Mr. Gorom seconded, and the motion carried unanimously.

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

Ms. Norman reviewed the proposed 2024 Permanent Appropriation, and recommended adoption of the following:

**Resolution 2024-05 Permanent Appropriation for 2024**

**GENERAL FUND**

**Salaries and Leave Benefits**

1100 Salaries	\$1,476,774
1400 OPERS	202,617
1610 Medical Insurance	261,504
1620 Medicare	21,414
1630 Dental Insurance	21,180
1640 Vision Insurance	1,560
1650 Worker's Compensation	2,500
1660 Life Insurance	744
1910 Employee Memberships	<u>1,000</u>
	\$1,989,293

**Supplies**

2110 General & Administrative Supplies	\$ 5,100
2120 Processing Supplies	9,700
2130 I/T Supplies	600
2151 Program Supplies – Adult & Teen	9,000
2152 Program Supplies – Children	8,800
2200 Maintenance & Repair Supplies	17,900
2900 Other Supplies	<u>2,420</u>
	\$ 53,520

**Purchased & Contracted Services**

3110 Travel & Meetings	\$ 9,000
3120 Training	2,500
3151 Program Refreshments – Adult & Teen	1,000
3152 Program Refreshments – Children	600
3200 Communication, Printing, Publicity	19,385
3250 Marketing Expense	4,600
3310 Building Maintenance & Repair	140,150
3320 Equipment Maintenance & Repair	12,500
3370 Security	72,000
3400 Insurance	21,000
3500 Rents & Leases	6,160
3600 Utilities	132,000
3700 Professional Services	27,810
3751 Program Services – Adult & Teen	3,400

3752 Program Services – Children	1,200
3800 Library Material Control Services	<u>88,700</u>
	\$542,005

**Library Materials & Information**

4100 Books & Pamphlets	\$137,200
4110 E Books	35,700
4200 Periodicals	9,920
4320 AV - Music CDs	3,500
4321 AV – Digital Music	1,100
4330 AV - Audiobooks	11,500
4332 AV – Digital Audiobooks	27,500
4360 AV – DVDs	30,500
4361 AV – Digital DVDs	3,000
4362 AV – Digital TV Series	2,500
4380 AV – Video Games	8,500
4510 Data Bases	9,000
4910 Hot Spots – Hardware	1,240
4920 Hot Spots – Data Packages	3,600
4930 Circulating Board Games	<u>750</u>
	\$285,510

**Capital Outlay**

5510 Furniture & Equipment	\$ 4,900
5520 Software	<u>8,300</u>
	\$ 13,200

**Other Objects**

7100 Dues & Memberships	\$ 13,800
7200 Taxes & Assessments	510
7500 Refunds & Reimbursements	<u>200</u>
	\$ 14,510

**Contingency**

8900 Contingency	\$ 58,000
------------------	-----------

**TOTAL GENERAL FUND \$2,956,038**

**SPECIAL REVENUE FUND**

2900 Other Supplies	\$ 800
3200 Communications & Publicity	100
5510 Furniture & Equipment	<u>25,000</u>

**TOTAL SPECIAL REVENUE FUND \$ 25,900**

**CAPITAL FUND**

3200 Communications	\$ 2,000
3700 Professional Services	10,000
5400 Building Improvements	900,000
5510 Furniture & Equipment	<u>80,000</u>

**TOTAL CAPITAL FUND \$ 992,000**

**TRUST FUND**

1190 Termination Payments	\$ 32,012
1620 Medicare	464
2900 Other Supplies	<u>1,200</u>

**TOTAL TRUST FUND \$ 33,676**

**TOTAL EXPENDITURES – ALL FUNDS \$4,007,614**

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

Director Martinez distributed copies of her 2023 annual report, which has also been placed at the public service desks. She is in the process of setting up an Active Shooter Training session for staff, to be conducted by Painesville Police officers. She reported that the Library had installed “No Trespassing” signage on the building exterior and that it seemed to be having a positive effect (no one had been caught “camping out” since the signs were posted).

Director Martinez noted that Michelle Gonzalez had donated 3 puppets (valued at \$180) and Erin Daniel had donated a train table (valued at \$100). Both gifts will be used in the Children’s Department. Ms. Coffee moved that the gifts be accepted with gratitude and Ms. Nasca seconded. The motion carried unanimously.

Director Martinez distributed copies of the Library’s Behavior and Conduct policy, which was revised to address eating, drinking, smoking, and disruptive behavior in the Library. The County Prosecutor’s Office has reviewed and approved the changes. The Board agreed to accept the revisions.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:35 P.M.

\_\_\_\_\_  
Kenneth Keener, President

\_\_\_\_\_  
Catherine Nasca, Secretary