

Board of Trustees of Morley Library

January 18, 2017

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on January 18, 2017 by Mr. Keener. The following members were present:

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

The minutes of the December 21, 2016 regular Board Meeting were reviewed. Rev. Mirbel moved that the minutes be approved as submitted, Ms. Nasca seconded, and the motion carried unanimously.

Ms. Norman reviewed the December Treasurer's Report. Ms. Coffee moved that the report be accepted, Ms. Lipps seconded, and the motion passed unanimously.

Ms. Norman called the Board's attention to the 2016 General Fund Appropriation line item reallocations that she made in accordance with the resolution (2016-10) passed at the December regular board meeting to close out the Library's 2016 financial records:

- \$450 to #2150 Program Supplies from #2120 Processing Supplies
- \$750 to #2200 Maintenance Supplies from #2120 Processing Supplies
- \$250 to #3200 Communications from #3700 Professional Services
- \$200 to #3310 Building Maintenance & Repair from #3700 Professional Services
- \$400 to #3320 Equipment Maintenance & Repair from #3700 Professional Services
- \$6,300 to #3370 Security from #3110 Travel & Meeting Expense
- \$3,400 to #3370 Security from #3800 Library Material Control Services
- \$350 to #3750 Program Services from #3700 Professional Services
- \$700 to #4320 Music CDs from #4360 DVDs
- \$600 to #4332 Digital Audiobooks from #4110 E Books
- \$150 to #4370 Blu Rays from #4360 DVDs
- \$150 to #4380 Video Games from #4360 DVDs
- \$1,200 to #7100 Dues & Memberships from #5510 Furniture & Equipment

Ms. Norman reported that the 2017 Permanent Appropriation would be presented at the February meeting, and asked that the following additional Temporary Appropriation be adopted:

**Resolution 2017-01 Temporary Appropriation II for 2017**

**GENERAL FUND**

**Salaries and Leave Benefits**

1100 Salaries	\$100,000
1400 OPERS	15,500
1620 Medicare	1,500
1910 Employee Memberships	<u>100</u>
	\$117,100

**Supplies**

2110 General & Administrative Supplies	\$ 300
2151 Program Supplies – Adult & Teen	250
2152 Program Supplies – Children	250
2900 Other Supplies	<u>300</u>
	\$ 1,100

**Purchased & Contracted Services**

3151 Program Refreshments – Adult & Teen	\$ 100
3250 Marketing Expense	100
3310 Building Maintenance Expense	9,000
3400 Insurance	1,100
3600 Utilities	15,000
3700 Professional Services	1,500
3751 Program Services – Adult & Teen	150
3752 Program Services - Children	150
	<u>          </u>
	\$ 27,100

**Library Materials & Information**

4100 Books & Pamphlets	\$ 5,000
4110 E Books	500
4200 Periodicals	500
4320 Music CDs	500
4321 Digital Music	100
4330 Spoken CDs	500
4332 Digital Audiobooks	500
4360 DVDs	700
4370 BluRays	200
4380 Video Games	300
4510 Data Bases	1,200
	<u>          </u>
	\$ 10,000

**Other Objects**

7200 Taxes & Assessments	\$ 500
--------------------------	--------

**Contingency**

8900 Contingency	\$ 3,000
------------------	----------

**TOTAL GENERAL FUND                    \$158,800**

**BUILDING FUND**

5510 Furniture & Equipment	\$ 51,000
----------------------------	-----------

**TOTAL BUILDING FUND                    \$ 51,000**

Mr. Malchesky moved adoption of the Resolution, Ms. Coffee seconded, and the motion carried unanimously.

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

**RESOLUTION 2017-02  
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 1<sup>st</sup>, 2017; 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 limitation; 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	\$1,141,815.00
Debt Service Fund	<u>924,457.00</u>
<b>TOTAL</b>	<b>\$ 2,066,272.00</b>

County Auditor's Estimate of Tax Rate to be Levied (outside 10 mill limit) = 1.80  
General Fund Levy authorized by voters on 11/4/14, not to exceed 5 years = 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.

Ms. Nasca so moved, Mr. Malchesky seconded, and the motion carried unanimously.

Rev. Mirbel moved passage of the following resolution:

**Resolution 2017-03**  
**Readopting Section 125 Premium Only Plan for Plan Year Ending January 31, 2018**

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective February 1, 2017 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.

Mr. Malchesky seconded and the motion carried unanimously.

Director Martinez reviewed the December Circulation Statistics report, and will present more detail at the February meeting.

Director Martinez noted that since the previous meeting Winer Legal Services had donated \$50 in honor of Karen Sue Lipovich. Ms. Nasca moved that the gift be accepted with gratitude, Ms. Lipps seconded, and the motion carried unanimously.

Mr. Malchesky moved that the Board reappoint Peggy A. Norman as Fiscal Officer for 2017. Rev. Mirbel seconded and the motion carried unanimously.

Mr. Malchesky moved that the Board reappoint Aurora Martinez as Deputy Fiscal Officer for 2017. Rev. Mirbel seconded and the motion carried unanimously.

Mr. Malchesky moved that the Board re-elect current officers Mr. Kenneth Keener (President), Ms. Sandra Coffee (Vice-President), and Ms. Catherine Nasca (Secretary) for 2017. Mr. Di Iorio seconded and the motion carried unanimously.

Director Martinez requested that the following resolution be passed:

**RESOLUTION 2017-04 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. Malchesky so moved, Ms. Nasca seconded, and the motion carried unanimously.

Ms. Lipps took the Library Trustee Oath of Office.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:10 P.M.

---

Kenneth Keener, President

---

Catherine Nasca, Secretary