

Board of Trustees of Morley Library

March 16, 2022

A regular meeting of the Board of Trustees of Morley Library via teleconference was called to order at 4:30 P.M. on March 16, 2022 by Mr. Keener. The following members were present:

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

The minutes of the February 16, 2022 regular Board Meeting were reviewed. Ms. Lipps 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. Gorom moved that the report be accepted, Mr. Di Iorio seconded, and the motion passed unanimously.

Ms. Norman reviewed the proposed 2022 Permanent Appropriation, and recommended adoption of the following:

**Resolution 2022-06 Permanent Appropriation for 2022**

**GENERAL FUND**

**Salaries and Leave Benefits**

1100 Salaries	\$1,342,606
1400 OPERS	184,655
1610 Medical Insurance	325,884
1620 Medicare	19,468
1630 Dental Insurance	25,104
1640 Vision Insurance	1,824
1650 Worker's Compensation	2,400
1660 Life Insurance	696
1910 Employee Memberships	<u>1,000</u>
	\$1,903,637

**Supplies**

2110 General & Administrative Supplies	\$ 5,800
2120 Processing Supplies	9,214
2151 Program Supplies – Adult & Teen	6,500
2152 Program Supplies – Children	8,000
2200 Maintenance & Repair Supplies	10,300
2900 Other Supplies	<u>1,350</u>
	\$ 41,164

**Purchased & Contracted Services**

3110 Travel & Meetings	\$ 12,000
3120 Training	3,800
3151 Program Refreshments – Adult & Teen	500
3152 Program Refreshments – Children	500
3200 Communication, Printing, Publicity	18,200
3250 Marketing Expense	4,000
3310 Building Maintenance & Repair	127,074
3320 Equipment Maintenance & Repair	14,800
3370 Security	53,752
3400 Insurance	18,007
3500 Rents & Leases	7,260
3600 Utilities	136,800
3700 Professional Services	24,870

3751 Program Services – Adult & Teen	2,000
3752 Program Services – Children	2,000
3800 Library Material Control Services	<u>92,668</u>
	\$518,231

**Library Materials & Information**

4100 Books & Pamphlets	\$136,700
4110 E Books	30,000
4200 Periodicals	10,000
4320 AV - Music CDs	3,500
4321 AV – Digital Music	1,000
4330 AV - Audiobooks	11,000
4332 AV – Digital Audiobooks	20,000
4360 AV – DVDs	34,000
4361 AV – Digital DVDs	3,500
4362 AV – Digital TV Series	2,000
4380 AV – Video Games	8,500
4510 Data Bases	22,000
4910 Hot Spots – Hardware	1,950
4920 Hot Spots – Data Packages	6,000
4930 Circulating Board Games	<u>300</u>
	\$290,450

**Capital Outlay**

5510 Furniture & Equipment	\$ 52,200
5520 Software	<u>8,250</u>
	\$ 60,450

**Other Objects**

7100 Dues & Memberships	\$ 11,801
7200 Taxes & Assessments	510
7500 Refunds & Reimbursements	<u>300</u>
	\$ 12,611

**Contingency**

8900 Contingency	\$ 70,000
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**TOTAL GENERAL FUND \$2,896,543**

**SPECIAL REVENUE FUND**

2900 Other Supplies	\$ 500
3200 Communications & Publicity	1,500
3700 Professional Services	1,000
5400 Building Improvements	<u>22,000</u>

**TOTAL SPECIAL REVENUE FUND \$ 25,000**

**CAPITAL FUND**

3200 Communications	\$ 1,000
3700 Professional Services	10,000
5400 Building Improvements	900,000
5510 Furniture & Equipment	<u>100,000</u>

**TOTAL CAPITAL FUND \$1,011,000**

**TRUST FUND**

1190 Termination Payments	\$ 24,002
1620 Medicare	348
2900 Other Supplies	700
3110 Travel & Meeting Expense	<u>50</u>
<b>TOTAL TRUST FUND</b>	<b>\$ 25,100</b>

**ENDOWMENT FUND**

2151 Adult & Teen Program Supplies	<u>\$ 300</u>
<b>TOTAL ENDOWMENT FUND</b>	<b>\$ 300</b>

**TOTAL EXPENDITURES – ALL FUNDS \$3,957,943**

Mr. Di Iorio moved adoption of the Resolution, Ms. Nasca seconded, and the motion carried unanimously.

Director Martinez reported a June 1 target date for expanding Library hours to 56 per week. This is contingent on filling several open positions which will be posted shortly. She also provided a tentative timeline for resuming the building refresh project and noted that decisions made in 2019 will be examined to ensure that they are still relevant to the post-Covid environment.

Director Martinez reported that the Library had received the following gifts: \$50 from Mr. & Mrs. Sarosy for the Schick Family Fund; \$50 from Stephen & Jane Young for the Schick Family Fund; and \$1,500 from the Lake County Genealogical Society to support the purchase of a new microfilm scanner. Mr. Gorom moved that the gifts be accepted with gratitude and Mr. Di Iorio seconded. The motion carried unanimously.

Ms. Norman reported that she had received a new contract for staff parking from the Masonic Lodge. No viable alternatives have been identified. Mr. Gorom offered to review the contract prior to accepting it.

Ms. Lipps and Ms. Severa reported that they had attended the virtual Ohio Library Council workshop for Library Trustees.

Director Martinez reported on the current status of proposed HB327 in Columbus.

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

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Kenneth Keener, President

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Catherine Nasca, Secretary