

Board of Trustees of Morley Library

January 15, 2025

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:35 P.M. on January 15, 2025 by Mr. Keener. The following members were present:

Ms. Coffee	Mr. Di Iorio	Mr. Keener	Mr. Rodriguez
Ms. Severa	Dir. Martinez	Ms. Norman	

Mr. Robert Moore, potential new Board member, was also in attendance.

The minutes of the December 18, 2024 regular Board Meeting were reviewed. Ms. Coffee moved that the minutes be approved as submitted, Ms. Severa seconded, and the motion carried unanimously.

Ms. Norman reviewed the December financial reports. Ms. Severa moved that the reports be approved as submitted, Mr. Di Iorio seconded, and the motion carried unanimously.

Ms. Norman reported that she had reallocated \$2 000 to #4100 Books & Pamphlets from #1610 Medical Insurance in the 2024 General Fund Appropriation to close the 2024 books. The Board had approved her doing so at the December 2024 meeting.

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

**Resolution 2025-01 Temporary Appropriation II for 2025**

**GENERAL FUND**

**Salaries and Leave Benefits**

1100 Salaries	\$135 000
1400 OPERS	18 900
1610 Medical Insurance	105 000
1620 Medicare	2 000
1910 Employee Memberships	<u>200</u>
	\$261 100

**Supplies**

2110 General & Administrative Supplies	\$ 250
2120 Processing Supplies	500
2130 IT Supplies	500
2151 Program Supplies – Adult & Teen	300
2152 Program Supplies – Children	300
2200 Maintenance Supplies	1 000
2900 Other Supplies	<u>200</u>
	\$ 3 050

**Purchased & Contracted Services**

3110 Travel & Meeting Expense	\$ 4 000
3151 Programming Refreshments – Adult & Teen	200
3152 Programming Refreshments - Children	200
3200 Communications, Printing, Publicity	1 000
3250 Marketing Expense	500
3310 Building Maintenance & Repair	15 000
3500 Rents & Leases	200
3600 Utilities	8 000
3700 Professional Services	2 000
3751 Programming Services – Adult & Teen	500
3752 Programming Services – Children	<u>500</u>
	\$ 32 100

**Library Materials & Information**

4100 Books & Pamphlets	\$ 8 000
4110 E Books	1 500
4200 Periodicals	1 000
4320 Music CDs	200
4321 Digital Music	200
4332 Digital Audiobooks	1 000
4360 DVDs	1 000
4380 Video Games	800
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	\$ 13 700

**Capital Outlay**

5520 Software	\$ 500
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**Contingency**

8900 Contingency	\$ 5 000
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**TOTAL GENERAL FUND                      \$ 315 450**

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

Ms. Norman noted that the changeover to the new health insurance plan appeared to be going smoothly with very few problems.

Director Martinez updated the Board on the status of the contract with GPD, the chosen architectural firm. She also reported that Chapman Electric had been hired to speed up replacing the old lighting fixtures with LCDs.

Director Martinez noted that Jane and Stephen Young had donated \$75 to the Schick Family Fund. Mr. Di Iorio moved that the gift be accepted with gratitude and Mr. Rodriguez seconded. The motion carried unanimously.

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

**Resolution 2025-02  
Renewal of Section 125 Premium Only Plan**

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective February 1, 2025 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. Rodriguez so moved, Mr. Di Iorio seconded, and the motion carried unanimously.

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

**RESOLUTION 2025-03 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.

Ms. Coffee so moved, Mr. Di Iorio seconded, and the motion carried unanimously.

Mr. Rodriguez moved that the Board re-elect current officers Mr. Kenneth Keener (President), Ms. Sandra Coffee (Vice-President), and Ms. Joy Severa (Secretary) for 2025. Mr. Di Iorio seconded and the motion passed unanimously.

Mr. Rodriguez moved that the Board reappoint Peggy A. Norman as Fiscal Officer for 2025. Ms. Coffee seconded and the motion carried unanimously.

Mr. Di Iorio moved that the Board appoint Donna Shank as Deputy Fiscal Officer for 2025. Mr. Rodriguez seconded and the motion carried unanimously.

Director Martinez distributed a proposed revised copy of the Library's Bulletin Board and Bulk Distribution Policy, noting that some wording had been changed to clarify what can be posted in the library. Mr. Rodriguez moved that the Policy be approved as submitted, Ms. Coffee seconded, and the motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:30 P.M.

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Kenneth Keener, President

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Joy Severa, Secretary