

Board of Trustees of Morley Library

December 18, 2024

A regular meeting of the Board of Trustees of Morley Library was called to order at 4:30 P.M. on December 18, 2024 by Mr. Keener. The following members were present:

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

The minutes of the November 20, 2024 regular Board Meeting were reviewed. Ms. Coffee moved that the minutes be approved as submitted, Mr. Di Iorio seconded, and the motion carried unanimously.

Ms. Norman presented the November financial reports. Mr. Gorom moved that the reports be accepted, Ms. Severa seconded, and the motion passed unanimously.

Ms. Severa proposed the following resolution:

Resolution 2024-09

Authorizing the Fiscal Officer to Reallocate Line Items for the Purpose of Closing the 2024 Books

RESOLVED, that the Fiscal Officer is authorized by this Board to make any line item reallocations to the 2024 Appropriation as necessary to close out the Library's books for calendar year 2024. Any changes made will be reviewed with the Board at its January 2025 organizational meeting.

Ms. Lipps seconded and the resolution carried unanimously.

Ms. Coffee recommended adoption of the following resolution:

Resolution 2024-10

Temporary Appropriation for 2025

GENERAL FUND

Salaries and Leave Benefits

1100 Salaries	\$135 000
1400 OPERS	17 500
1620 Medicare	2 000
1910 Employee Memberships	<u>200</u>
	\$154 700

Supplies

2110 General & Administrative Supplies	\$ 500
2120 Processing Supplies	500
2130 IT Supplies	500
2151 Programming Supplies – Adult & Teen	700
2152 Programming Supplies – Children	700
2200 Maintenance & Repair Supplies	2 500
2900 Other Supplies	<u>200</u>
	\$ 5 600

Purchased & Contracted Services

3110 Travel & Meetings	\$ 4 000
3200 Communication, Printing, Publicity	1 000
3250 Marketing Expense	500
3310 Building Maintenance	25 000
3320 Equipment Maintenance	2 500
3370 Security	18 000
3500 Rents & Leases	1 800
3600 Utilities	20 000
3700 Professional Services	3 000
3751 Programming Services – Adult & Teen	500
3752 Programming Services – Children	<u>500</u>
	\$ 76 800

Library Materials & Information

4100 Books & Pamphlets	\$15 000
4110 E Books	3 500
4200 Periodicals	1 000
4320 Music CDs	500
4321 Digital Music	200
4330 Audiobooks	1 000
4332 Digital Audiobooks	2 500
4360 DVDs	2 500
4361 Digital DVDs	900
4362 Digital TV Series	700
4380 Video Games	800
4910 Hot Spots – Hardware	1 000
4920 Hot Spots – Data Packages	<u>1 500</u>
	\$ 31 100

Capital Outlay

5510 Furniture & Equipment	\$ 1 000
5520 Software	<u>2 000</u>
	\$ 3 000

Other Objects

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

Contingency

8900 Contingency	\$ 8 000
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TOTAL GENERAL FUND \$285 200

CAPITAL FUND

3700 Professional Services	<u>\$ 50 000</u>
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TOTAL CAPITAL FUND \$ 50 000

TOTAL EXPENDITURES – ALL FUNDS \$ 335 200

Ms. Lipps seconded and the motion carried unanimously.

Ms. Norman updated the Board on events impacting staff medical insurance coverage for 2025. The plan the Board had accepted at November's meeting had been withdrawn by the vendor, and she and Ms. Martinez had instructed the broker (Acrisure) to proceed with enrolling the staff in the only other option available to the Library. The coverage is comparable with the current policy offered by the County, but at a much higher cost (increase of about 60%) and includes deductibles for enrollees whereas the current plan has none. Ms. Lipps moved that the Board approve the new Anthem plan as described, Ms. Coffee seconded, and the motion carried unanimously.

Ms. Norman reviewed the Library salary plan for 2025. Staff would receive a 4% increase across the board with the exception of three employees (Steven Spiker, Nancy States, and Jillianne Waardenburg) who would receive slightly higher increases to keep them within their position ranges. The increases are in line with several authoritative sources such as SHRM and the plan for federal employees. Other factors, particularly the increased cost of staff medical insurance contributions, were considered when arriving at the recommendation. Mr. Rodriguez moved that the Plan be accepted as presented, Mr. Gorom seconded, and the motion was unanimously approved.

Director Martinez distributed a proposed contract from GPD (chosen architectural firm) which has been vetted by the County Prosecutor's Office. They proposed several changes to the contract and the revisions have been sent to GPD for their approval.

Director Martinez noted that the Library had received \$50 from Karen Sarosy for the Schick Family Fund. Mr. Rodriguez moved that the gift be accepted with gratitude and Ms. Lipps seconded. The motion carried unanimously.

Director Martinez distributed a revised Emergency Closure Policy for the Board's approval. After brief discussion Ms. Coffee moved that the revised Policy be accepted as submitted, Mr. Gorom seconded, and the motion carried unanimously.

Ms. Severa moved that the Board adjourn to Executive Session for the purpose of discussing administrative performance and compensation. Ms. Lipps seconded, the motion carried unanimously, and the session began at 5:50 P.M. At 6:10 P.M. Ms. Coffee moved to end the executive session, Ms. Lipps seconded, and the motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 6:15 P.M.

Kenneth Keener, President

Joy Severa, Secretary