

Morrisville Public Library Board of Trustees Regular Meeting
April 26, 2012

Present: Allen Noel, President; Jenifer Klipfel, Vice-President; Audrey Howard, Gloria Hart, and Kevin Rounds, trustees; Michelle Rounds, Library Manager, Ed Smith and Denise Morris, community members. Absent: Cynthia Busic-Snyder, Secretary and Janine Ashcraft, Financial Officer.

Meeting called to order at 6:30 pm

Audrey Howard made a motion to make Michelle Rounds acting secretary. Jenifer Klipfel seconded, motion approved.

Secretary's Report

Gloria Hart motioned to approve the March 15, 2012 minutes; Audrey Howard seconded; motion approved.

Financial Report

Jenifer Klipfel motioned to accept the financial report; Kevin Rounds seconded; motion approved.

Correspondence

Michelle passed around a letter from Marie Smith thanking us for letting her use the library to prepare senior citizens income taxes.

Michelle also read a letter from Dave Valesky restoring library funding.

Public Comment

Denise Morris asked several questions about library closures, where the budget etc was available, when there would be an increase in funding, what was going to happen to the front of the library, etc.

Manager's Report

Please see the Manager's report for greater detail:

Carpet Update

Will be installed next week. Come help clean out the library Sunday at 1pm. Jenifer Klipfel made a motion to spend \$750 out of our current budget to pay the rest of the installation of carpet seeing we didn't budget enough in the USDA loan. Gloria Hart seconded, motion approved.

Building Issues

Trustee Petitions

Board requested Michelle bring a rough draft of the petition signing policy to the May meeting. Board has decided to not allow political, trustee or any other petitions to be signed on library property.

Easter Basket Raffle

We made \$246 on the raffle!

Department of Health

5-year plan

Board to look over and bring changes to May meeting for adoption in June.

Department of Labor

Board directed Michelle to resubmit FOIL request in November 2012 when hopefully the investigation will be officially closed.

NY State Construction Grant 2012- Michelle has received the ok letter from SHPO about installing cameras on site. Michelle will bring estimates in the future after she finishes getting some questions answered about them. Grant doesn't open until this summer so we are way ahead of schedule.

New Employee Status

Safety Manual and Employee Handbook

Michelle is working on updating the employee handbook adding Labor sections to it and is also working on the safety manual. She will bring to the board when they are ready for their perusal.

Christmas Break Analysis

Board and Michelle reviewed the findings and will revisit in October 2012 when they vote on the 2013 days off.

Summer Hours Analysis

Board and Michelle reviewed the option of closing on Saturdays during the summer. Will review in October 2012 as well.

HVAC Service Contract

Michelle presented the one year contract. Board asked her to find out if getting this price for a set number of years was an option. Also asked her to check into the contract not beginning until the 2013 fiscal year.

Landscaping Issues

Board discussed the west side of the property. Gloria suggested a lattice temp fence until Karen's trees grew high enough. Board asked Michelle to talk to Karen to see what her plans were and if she would have any objections.

Dougherty monies

Board decided to spend the \$1305 donations on a book drop, a bench for the courtyard and then any remaining would be used for the purchasing of food for programs. Gloria Hart made this motion and Kevin Rounds seconded. Motion approved.

Summer Reading Performers and Grant

ILL Procedures

Board requested Michelle to gather information on cost of insuring all ILL's at the Post Office. Also asked for what other libraries charged for this service. Michelle to report back in May.

Committee Reports

No new reports

Old Business

The search for a book drop continues...

Allen put the leftover siding on E-bay and no one has bid on it yet. Board agreed to have him ask around town if anyone was interested in buying it.

New Business

No new business

Executive Session to discuss a particular employee 7:48pm Motion to enter was made by Jenifer Klipfel and seconded by Audrey Howard. Motion granted.

Executive session adjourned at 7:48pm

Jenifer Klipfel made a motion to accept the maternity plan leave of Michelle Rounds and Audrey Howard seconded. Kevin Rounds abstained. All others were in favor.

The next regularly scheduled meeting is Thursday May 17, 2012 at 6:30 pm.

Gloria Hart motioned to adjourn at 7:56 pm. Jenifer Klipfel seconded; meeting adjourned.

Respectfully submitted,
Michelle A. Rounds, Acting Secretary and Library Manager