

Morrisville Public Library Board of Trustees Regular Meeting
November 20, 2014

Present: Cathy Warner, Secretary; James Nutt, Kevin Rounds, Cynthia Busic-Snyder, Trustees; Michelle Rounds, Library Manager, Audrey Howard, Ross Whitford, Joe Taylor, residents.
Absent: Gloria Hart, President; Kara Nutt, Financial Officer.

Meeting called to order at 6:30 pm. James Nutt made a motion to appoint Michelle Rounds, Library Manager, as acting secretary seeing our secretary was running the meeting. Kevin Rounds seconded, all in favor.

Cathy Warner read the resignation of Audrey Howard dated October 10, 2014. The board accepted her resignation. Kevin Rounds appointed Ross Whitford to fill the empty seat. James Nutt seconded and all were in favor. Ross took an oath of office with notary, Michelle Rounds.

Secretary's Report: Board reviewed the minutes of September 18 and October 2 meetings. James Nutt made a motion to approve them both, seconded by Cathy Warner. All were in favor except Cynthia Busic-Snyder abstained on October 2 minutes because she was not there.

Financial Report: Board reviewed the report and Ross Whitford made a motion to approve, Cathy Warner seconded and all were in favor.

Correspondence: Cathy Warner read a thank you letter from one of Ethel's children about the plaque we put in the library.

Manager's Report: (See complete report for details).

Fundraising

November/February Events

Tax Cap- Initially it looks like we will be asking for \$1896 from the taxpayers.

OSC Audit- Implemented cash register and rest of committee stuff will be presented later.

New Book Processing- It has begun and we are really happy with it.

Postage Stamps- We have begun! We also have a small postal area for mailing envelopes etc.

Library Page- Michelle has hired Josie Howlett to be our library page. Kevin Rounds made a motion to appoint her and Cynthia Busic-Snyder seconded, all were in favor.

Library Aide- Tricia Wiley has resigned; Michelle is accepting applications now.

Magee Grant- All paperwork is in; just waiting for the check.

Annual Open House- Gloria and Cathy will work on refreshments

Christmas Tree Theme

Book give a way

Budget Codes- Kara and Michelle would like two additional codes- 39000-37 Patron Services and 39000-38 Fundraising start up. Cynthia Busic Snyder made a motion to adopt these new codes, Ross Whitford seconded and all were in favor.

Book Discussion

Kiddies Korner

Cathy Warner made a motion to accept the Manager's Report and Ross Whitford seconded. All were in favor.

Committee Reports: Michelle presented the information from audit prep committee meetings. The following were discussed-

Addition to Cash Disbursement Policy
Payroll Procedures and Payroll Certification Form
Fine Collection Policy (update)
Staff Computer Use Policy
Investment Policy
Procurement Policy
Credit Card Use Policy
Petty Cash Procedures & Petty Cash Fund (update)
Code of Ethics Policy
By-laws updates

Motions were made for each (excluding the by-laws) by James Nutt and seconded by Ross Whitford; all were in favor. The by-law changes will be discussed again in January and presented for final adoption. (see attached by-laws)

Coordinator Reports: Fundraising- Cathy would like to work on a date night fundraiser with Michelle. Hospitality- Now that Audrey has stepped down, Cathy and Gloria will head this area.

Old Business

-none-

New Business

The board reviewed the 2015 budget proposal and James Nutt made a motion to adopt it, seconded by Ross Whitford and roll call is as follows: Cathy Warner-yes, Kevin Rounds-yes, Cynthia Busic-Snyder-yes, James Nutt-yes, Ross Whitford-yes

Bills were reviewed and James Nutt made a motion to approve them and Ross Whitford seconded, all were in favor.

Cynthia Busic-Snyder made a motion to adjourn at 7:53pm and James Nutt seconded. All were in favor.

The next scheduled meeting is Thursday, January, 15 2014 at 6:30 pm.

Respectfully submitted,
Michelle Rounds, Library Manager/Acting Secretary