

Morrisville Public Library Board of Trustee Meeting

*15 January, 2015

Roll Call-

Gloria Hart, President. Cathleen Warner, Vice President. Ross Whitford, Secretary. Kevin Rounds, Trustee. Michelle Rounds, Library Manager. *Arrived Late:* James Nutt, Trustee. Kara Nutt, Trustee. *Absent:* Cynthia Busic-Snyder, Trustee.

Meeting Called to order at 6:35pm.

Secretary's Report-

Meeting minutes submitted from the November 20 Regular Board Meeting and the December 3 Committee Meeting approved with a motion from Cathleen Warner and a second from Kara Nutt.

Treasurer's Report-

Financial Report submitted and approved by the board with a motion from Kara Nutt and a second from Cathleen Warner.

Correspondence-

No correspondence was reported

Manager's Report- (See complete report for full details)

- Cathleen Warner motioned to appoint Deanna Brink a Library Aide. Motion was seconded by Kevin Rounds.
- Kevin Rounds motioned to appoint Tricia Wiley as the new Library Technician. Motion was seconded by Cathleen Warner.
- Cathleen Warner motioned to make the Library Manager, Secretary and Library Treasurer as the official check signers. Kara Nutt seconded the motion.
- The board discussed a plan to approach the Department of Transportation about placing a Library sign on Route 20 in front of the library. Motion to proceed was made by Cathleen Warner and seconded by Kevin Rounds.
- Donna Claxton has been appointed Library Treasurer, with a 1 year stipend of 500 dollars to be paid with the December 1st Payroll. Motion was made by Kara Nutt and seconded by Cathleen Warner.
- The board discussed preparations for an adult mixer to take place on the 6th of June.
- The board authorized the Library Manager to move \$1,589 from the general library account into the USDA loan account. Motion was made by Kara Nutt and seconded by Cathleen Warner.
- The board discussed possible interest in NYS Construction Grants for 2016, and decided that no construction projects were needed at this time.
- Cathy Warner made a motion to accept the Manager's report and Kevin Rounds seconded. All were in favor.

Old Business-

Several new or amended policies were brought forward for approval. All proposed bills are shown below.

Absenteeism of Trustees

Policy Currently Reads: *"According to NYS Education Law 226, if any trustee shall fail to attend three (3) consecutive meetings without excuse accepted as satisfactory by the trustees, he or she shall be deemed to have resigned. Satisfactory excuses for absences are: medical emergencies or death in the immediate family* and/or serious illness in which you have seen a medical professional, jury duty and/or any other legal obligation."*

The comptroller strongly feels that we need stricter rules for trustees. If you cannot make this a top priority in your life then you should not be on the board. So this is the proposed change:

"If any trustee shall be absent from more than 2 of all (regular and special) meetings in a calendar year without excuse as accepted as satisfactory by the trustees, he or she shall be deemed to have resigned."

Satisfactory excuses are currently: *Satisfactory excuses for absences are: medical emergencies or death in the immediate family* and/or serious illness in which you have seen a medical professional, jury duty and/or any other legal obligation.*

The audit committee feels that it should also state:

Satisfactory excuses for absences are: medical emergencies or death in the immediate family and/or serious illness in which you have seen a medical professional, jury duty, employment (i.e. - temporary shift change, emergency call in etc., not permanent) and/or any other legal obligations.*

Motion to accept: Kevin Rounds

Second: Kara Nutt

- Roll call: Cathleen Warner: Aye - Ross Whitford: Aye - James Nutt: Aye - Kara Nutt: Aye
- Kevin Rounds: Aye –Gloria Hart: Aye

Job Descriptions of Officers, Trustee, Committee Chair, Library Manager and Treasurer

5. President of the Board:

- i) Purpose: The president is the senior volunteer leader of the library who presides at all meeting of the library board of trustees and other meetings as required. The board president oversees implementation of library and local policies and ensures that appropriate administrative systems are established and maintained.**
- ii) Key Responsibilities:**
 - (1) Works with the library manager to plan the meeting agenda and the manner in which the meeting will be conducted. The President must deliver to the manager, a written agenda of the forthcoming board meeting 7 days prior to the meeting date in order for the library manager to distribute the board packets in a timely manner.**
 - (2) Appoints board members and others to committees with board consent. The President must have a clear understanding of each board member's skills, strengths, and interests so that appropriate assignments can be made. It is also the President's responsibility to make sure that the committee assignments are clear and to hold the committees accountable to do the job assigned. The president is an exofficio member of every committee and attends their meetings when invited.**
 - (3) Recognizes his or her responsibility to set the example for other board members.**
 - (4) Keeps an overall view of the board year and ensures that the board is completing duties mandated by board policy or law.**
 - (5) Must insure adherence to the agenda, completion of items on the agenda and that the meetings are kept moving forward in a professional and timely manner. The Board President serves as a discussion leader and must also ensure that all board members have the opportunity for fair participation, attempts to get all sides of an issue fairly exposed, and moves the board to action on the issues.**
 - (6) Must be able to interpret board needs and concerns to the Library Manager and the Manager's needs and concerns to the board. In addition, the President offers personal support and counsel to the Library Manager and serves as a sounding board to the Manager.**
 - (7) Promote teamwork among board members. Where there is danger of damage to the function of the team, the President must mediate and counsel fellow board members.**

- (8) Monitors financial planning and financial reports.**
- (9) Plays a leading role in fundraising activities.**
- (10) Formally evaluates the performance of the Library Manager and informally evaluates the effectiveness of the board members. Periodically consult with board members on their roles helping them assess their performance.**
- (11) Evaluates annually the performance of the organization in achieving its mission and focus the board's attention and assessment of its own structure, role and relationship to management.**
- (12) Sets board meeting times and locations.**
- (13) Serve as chief spokesperson for the library board. When the board president speaks on behalf of the library, he or she must reflect the adopted positions of the board, not personal views.**
- (14) Work in partnership with the Library Manager to achieve the mission of the library and make sure board resolutions are carried out.**

iii) The Board President must be understood to have no power beyond that of any other board member unless the full board has granted that power to the president. For example: the board may delegate specific powers to the Board President, such as managing board meetings, speaking to the public on the behalf of the board or signing contracts on behalf of the board.

6. Vice President of the Board:

- i) Purpose: To preside in board president's absence.**
- ii) Key Responsibilities:**
 - (1) Usually assigned additional specific duties such as chairing a committee or preparing for special board events.**
 - (2) Must work with the Board President to stay current on the library business and board operation so that the Vice-President could assume President's duties if the President could not carry them out.**
 - (3) Perform President's responsibilities when the president is not available.**
 - (4) Accepts responsibilities as delegated by the board president.**

7. Secretary of the Board:

- i) Purpose: To keep accurate records of the library.**
- ii) Key Responsibilities:**
 - (1) Certify and keep at the library a copy of the bylaws as amended or otherwise altered to date. Monitor the official manual of board approved bylaws and policies.**
 - (2) Manages minutes of the board meetings. Minutes shall record time and place of meetings, whether a regular, special, how called, how notice was therefore given, the names of those present or represented at the meeting and the proceedings thereof.**
 - (3) Shall deliver a copy of the minutes of the previous meeting to the Library Manager 7 days prior to the meeting date in order for the Library Manager to distribute the board packets in a timely manner.**
 - (4) Will conduct all correspondence, in a timely manner, on behalf of the Board.**
 - (5) Maintains records of the board and ensures effective management of the library's records.**
 - (6) Is sufficiently familiar with legal documents (articles, bylaws, IRS letters, etc.) to note applicability during meetings.**
 - (7) Presides over meetings when the president and vice-president are absent.**
 - (8) Prepares and maintains a list of all board members and their contact information.**
 - (9) Provide notice of board meetings and committee meetings when such notice is required.**
 - (10) Secretary will sign such official papers as are necessary including, but not limited to contracts, grant applications and leases.**
 - (11) In the absence of the secretary, the President shall appoint an acting secretary.**
 - (12) The preparation of the board minutes may be assigned to the Library Manager, but if delegated, the process is completed with the oversight of the secretary.**

8. Board Trustee:

- i) Purpose: A member of the Board of Trustees is responsible for ensuring the Morrisville Public Library fulfills its mission by planning for the future, monitoring operations, and evaluating the library's performance. A board member must fulfill fiduciary responsibilities of the board of trustees, making decisions that protect the public interest.**
- ii) Key Responsibilities:**
 - (1) Regularly attends board meetings and important related meetings.**
 - (2) Makes serious commitment to participate actively in committee work.**
 - (3) Volunteers for and willingly accepts assignments and completes them thoroughly and on time.**
 - (4) Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.**
 - (5) Gets to know other board members and builds collegial working relationship that contributes to consensus.**
 - (6) Participates in fundraising for the organization.**
 - (7) Advance the mission of the Morrisville Public Library**
 - (8) Keep up-to-date on developments in the Library field.**
 - (9) Be informed about the library's mission, services, policies and programs; inform others about the library, and work to enhance the library's public image.**
 - (10) Actively promote the mission of the library by contributing ideas and expertise.**
 - (11) Participate in the development of a strategic plan to accomplish the mission, oversee its implementation and evaluate its success.**
 - (12) Review agenda and supporting materials prior to board and/or committee meetings.**
 - (13) Serve on a committee and periodically take on special assignments.**
 - (14) Suggest nominees to the board who can make significant contributions to the work of the board and to the library.**
 - (15) Follow conflict of interest, code of ethics and confidentiality policies.**

9. Committee Chair Person:

- i) Purpose: The committee chair is the senior person on the committee who ensures the committee stays on target and completes the task at hand.**
- ii) Key Responsibilities:**
 - (1) Is a member of the board or if chosen by the board can be the Library Manager.**
 - (2) Sets the tone for the committee work.**
 - (3) Ensures that members have the information needed to do their jobs.**
 - (4) Oversees the logistics of committee's operations.**
 - (5) Reports to the Board President.**
 - (6) Reports to the full board on committee's decisions/recommendations.**
 - (7) Works closely with the Library Manager (if needed).**
 - (8) Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of the meeting minutes.**

Article VI – LIBRARY MANAGER

- 1. The Board shall appoint a qualified Library Manager who shall be the executive and administrative officer of the library.**
- 2. Purpose: The board of trustees establishes library policies and the Library Manager implements those policies in the day-to-day operations of the library. The Library Manager will report directly to the board, execute policies by the board and shall be authorized to develop the library program, establish the organizational structure, purchase materials and services, and undertake such other activities as may be necessary for the library's operation, subject to the policies established by the board.**
- 3. Key Responsibilities:**

- i) Shall be considered the executive officer of the library and shall be responsible for the administration of the library.**
- ii) Shall be responsible for the operation and maintenance of the library, equipment and services under the financial requirements set forth in the annual budget.**
- iii) Shall attend all meetings (except those at which the Library Manager's salary is to be discussed or decided) and shall take part in the discussions, but shall have no vote.**
- iv) As Executive Officer, the Library Manager shall be responsible for the employment, training, direction, supervision and evaluation of personnel. Library staff will be hired and terminated by the Library Manager.**
- v) Shall submit to the Board all reports requested by the board.**
- vi) Shall actively assist all committees in the planning and execution of their responsibilities.**
- vii) Is responsible to the Board for all properties and funds belonging to the library.**
- viii) Shall make a monthly report to the Board.**
- ix) Receive and expend funds according to the budget and/or cash procedures.**
- x) Advise the board on issues from policymaking to budget preparation.**
- xi) Prepare draft budget for consideration by the board and prepare grant applications.**
- xii) Prepare periodic budget reports and reports on circulation statistics or other relevant data; prepare annual report for ultimate submission to the state library.**
- xiii) Oversee selection of all materials, weed materials, advise the board on collection development issues.**
- xiv) Oversee maintenance of the grounds and buildings; oversee safety programs and federal regulations.**
- xv) Interface with community members and groups to develop support for the library.**
- xvi) Shall follow all procedures on cash disbursements and receipts.**
- xvii) Shall be evaluated annually in writing by the board; such evaluation shall consider the performance of the Library Manager based on the goals set forth by the board at the beginning of each year.**

Article VII- Treasurer:

- i) Purpose: The treasurer joint with the Library Manager ensures that current records are maintained, reflecting the financial condition of the Morrisville Public Library. These records will include cash, investments, accounts receivable and other assets, accounts payable, and fund balances (net assets).**
- ii) Key Responsibilities:**
 - (1) Serve as financial officer of the library.**
 - (2) Ensure that accurate books and records on financial conditions are maintained.**
 - (3) Ensure that comprehensive financial reports to the board are prepared in a timely and accurate manner.**
 - (4) Ensure that complete records are available to the individual or individuals preparing the annual financial statements.**
 - (5) Participate in the preparation of the budget with the Library Manager and presenting the budget to the board for approval.**
 - (6) Shall report at each meeting of the board the balance of the library accounts and work closely with the Library Manager to create this financial report.**
 - (7) Work closely with the Library Manager in recording all expenses and budget report for the library.**
 - (8) Ensures development and board review of financial policies and procedures.**
 - (9) Monitors the library budget.**
 - (10) Assure that the library is following appropriate financial policies and that the Library Manager and/or other qualified staff perform financial functions.**
 - (11) Understand regulatory and legal requirements for financial accounting and standards of practice for nonprofit organizations.**
 - (12) Oversee the finances of the library by reviewing all monetary transactions, book and records on a regular basis.**
 - (13) Verifying the weekly cash receipts forms.**
 - (14) Depositing all such monies in the name of the Library in such depositories as shall be selected by the Board of Trustees.**

(15)Assure that payment of all bills be made after approval of the Board. Sign checks after the Library Manager writes them.

(16)Acts as a custodian of all library funds and authorized user on all accounts.

(17)The Treasurer of the Library is a paid position of a one time salary paid to them on the first pay period in December of each year. They must follow appropriate Civil Service guidelines with this position.

(18)The Treasurer is bonded through our library protector insurance policy.

iii) Interim Treasurer

(a) In the absence of the Treasurer, the Library Board of Trustees can temporarily appoint the Library Manager to be the Treasurer until a new one is found.

(b) The Board of Trustees MUST actively pursue finding a new treasurer.

(c) All cash receipt and disbursement procedures remain the same except:

- 1. The Library Board President will verify weekly cash receipts forms and deposit all monies in the name of the Library into the Library's accounts.**
- 2. And any other duties that come up during the Interim treasurer's term where the Treasurer is supposed to review after the Library Manager or work closely with the Library Manager; these duties will be done by the Library President.**

Motion to accept: Kevin Rounds

Second: James Nutt

- Roll call: Cathleen Warner: Aye - Ross Whitford: Aye - James Nutt: Aye - Kara Nutt: Aye
- Kevin Rounds: Aye–Gloria Hart: Aye

Order of Business

Currently this is our by-law order of business (which is incorrect).

Roll call of members

Disposition of minutes of previous meeting

Financial report

Report of the Library Manager

Committee reports

Communications

Old Business

New Business

Announcements and adjournments

This is what the audit committee proposed to you at the last meeting:

Call of members

Disposition of minutes of previous meeting

Financial report

Correspondence

Report of the Library Manager

Committee/coordinator reports

Old Business

New Business

Action on bills received

Announcements and adjournments

Motion to accept: Kara Nutt

Second: Cathleen Warner

- Roll call: Cathleen Warner: Aye - Ross Whitford: Aye - James Nutt: Aye - Kara Nutt: Aye
- Kevin Rounds: Aye–Gloria Hart: Aye

Addendum to officers bylaws

Currently states:

3. *Spouses or significant others cannot hold simultaneous officer positions during a term.*

The audit committee proposed at the last meeting that the following be added to that statement so it reads:

3. *Spouses or significant others cannot hold simultaneous officer positions during a term. In the event that the spouse or significant other of the sitting Library Manager is elected to the Board of Trustees, they may not hold an officer position.*

Motion to accept: Cathleen Warner

Second: Kara Nutt

- Roll call: Cathleen Warner: Aye - Ross Whitford: Aye - James Nutt: Aye - Kara Nutt: Aye
- Kevin Rounds: Aye–Gloria Hart: Aye

Removal of Board Members

- 1. *Any officer or trustee may resign at any time by giving written notice to the President or the Secretary. Such resignation shall be effective when the notice is delivered and unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.***
- 2. *Any trustee duly elected or appointed may be removed by a majority of a quorum of the eligible voting members whenever in its judgment the best interest of the Library would be served thereby.***
- 3. *A vacancy in a trustee position shall be filled by a vote of the Board, and the trustee elected shall serve the remainder of the term of the trustee until the next scheduled election. No name shall be placed in nomination without the consent of the nominee.***

Motion to accept: Kevin Rounds

Second: Cathleen Warner

- Roll call: Cathleen Warner: Aye - Ross Whitford: Aye - James Nutt: Aye - Kara Nutt: Aye
- Kevin Rounds: Aye–Gloria Hart: Aye

New Business-

The board held the annual election of officers.

- For President, Gloria Hart was nominated by Cathleen Warner and seconded by Kara Nutt. Appointed was unanimous.
- For Vice President, Cathleen Warner was nominated by Kara Nutt and seconded by Kevin Rounds. Jim Nutt was nominated by Ross Whitford and was seconded by Kevin Rounds.
 - o In a secret ballot, Cathleen Warner was elected 4 votes to 2.
- For Secretary, Ross Whitford was nominated by Kevin Rounds and seconded by Cathleen Warner. Appointment was unanimous.

The board reviewed all bills received, motion to take action on them was made by Ross Whitford and seconded by Kevin Rounds.

A motion to adjourn was made by Ross Whitford and seconded by Kevin Rounds at 6:54pm.

*January regular meeting was re-held due to Secretarial mishap

Morrisville Public Library Board of Trustee Meeting
19 March, 2015

Roll Call-

Gloria Hart, President. Cathleen Warner, Vice President. Ross Whitford, Secretary. Kevin Rounds, Trustee. James Nutt, Trustee. Kara Nutt, Trustee. Michelle Rounds, Library Manager. *Absent:* Cynthia Basic-Snyder, Trustee.

Meeting Called to order at 6:56pm.

Secretary's Report-

No report was submitted at this time.

Treasurer's Report-

Report was submitted to the board for review. Cathleen Warner motioned to accept the report, Ross Whitford seconded the motion. All present trustees voted in favor.

Correspondence-

No correspondence was brought forward at this time.

Manager's Report-

An update to the payroll procedure and Investment policy was brought forward in order to reflect the creation of a payroll bank account.

- Cathleen Warner motioned to accept the amendment. Jim Nutt seconded the motion, all present were in favor.

An update to the Credit Card Policy was brought forward in order to tighten up policy description on recommendation of the comptroller. The change allows for purchases within budget lines less than \$250 without prior board approval.

- Kara Nutt motioned to accept the changes. Cathleen Warner seconded, all present were in favor.

The signing of bills by the board was discussed by the manager. It was noted that bills need to be signed every month, not just in non-meeting months. The board members agreed that this was in the best interest of the library. No motion was needed.

Amendments to the cash receipts and disbursement policies were brought forward. In the event that a weekly deposit exceeds \$500, two out of the three check signers must be present. In the event of a cash withdrawal from any library account, the President must be present during the transaction.

- Kevin Rounds motioned to accept these changes. Cathleen Warner seconded. All present were in favor.

It was suggested that a breach of policy cause be added to all current library policies. Statements were separated into three categories, by patron policy, staff policy and trustee policy.

- Kevin Rounds motioned to approve the changes. Cathleen Warner seconded. All present were in favor.

The manager mentioned that a Remote Access Policy was in the works, and that she was finalizing details on it before proposing it to the board.

The Disaster Plan is being worked on currently. The Manager and the Secretary have set up a time to meet in the following two weeks in order to hash out the remaining sections.

Due to issues with the HVAC system, the manager mentioned the possibility of purchasing a HVAC touchpad. Several board members volunteered to research prices through multiple sources in order to have as much information available as possible before making a decision.

The manager proposed hiring Terry Ferguson as the new Cleaner and Groundskeeper.

- Kara Nutt motioned to approve the appointment. Kevin Rounds seconded. All present were in favor.

The board discussed the upcoming budget vote in May. Only one trustee is up for election this year. The secretary will be writing a statement to the public on behalf of the trustees and staff urging the community to vote in favor of the proposed budget.

A date has been set for the upcoming adult mixer on June 6. Plans are moving forward and the board looks forward to the event.

The library will be providing baked goods at the March 21 and April 25 art receptions. Board members noted that they are looking forward to the event.

Donations received as part of the Giving Tree program were noted and appreciated. The secretary will be writing thank you notes to those who gave.

It was proposed that Rodney Warner be brought under contract with the library to maintain the rove as needed.

- Cathleen Warner motioned to accept the contract. Jim Nutt seconded. All present were in favor.

It was proposed that Rodney Warner be hired as the library handyman. He has been asked for help on multiple occasions lately and has come through every time.

- Cathleen Warner motioned to accept the change. Kara Nutt seconded the motion. All present were in favor.

The Annual Report was up for official approval by the board and time was allotted to allow for its review.

- Cathleen Warner motioned to approve it. Jim Nutt seconded the motion. All present were in favor.

The manager has begun filling out the paperwork to collect sales tax. This will allow the library to expand on the possible services that it can offer to the members of the community.

Thank you notes are being written for multiple patrons who donated money in memory of Ruth Matthias. Her and her late husband were both highly devoted proponents of the library and will be sorely missed.

Tickets have gone on sale for the Easter Basket Raffle. Two kid friendly baskets are up for raffle, tickets may be purchased for \$1 from any trustee or at the front desk.

Recent issues with the copier were brought to the board's attention. The possibility of replacing it was mentioned. Viable options and costs to replace it will be investigated for the next board meeting.

A budget transfer was proposed in order to shift some money around in order to pay for the Mylibrary2go services which were slightly more expensive than thought.

- Cathleen Warner motioned to make the changes as needed. Jim Nutt seconded the motion. All present were in favor.

Grant Money from Assemblyman Magee finally arrived. Thoughts on how best to spend the money were discussed at the meeting, including the addition of a lectern, new chairs, a copier, a new ladder and money to finish the library garden.

The manager suggested the purchase of an emergency light to be placed by the three rear computers for when the power goes out. The board decided to allow a purchase of under \$200.

- The motion was made by Cathleen Warner and seconded by Kara Nutt. All present were in favor.

James Nutt motioned to accept the Manager's Report and Cathy Warner seconded. All were in favor.

Fundraising Coordinator Report-

A proposal was brought forward suggesting the creation of a Fundraising Commission. The proposal was discussed and accepted by the board. Upon acceptance, the position of Fundraising Coordinator was declared void.

Book Sale Coordinator-

Books continue to sell at an encouraging rate. Shelves are currently being restocked.

Hospitality Coordinator-

Plans are in the works for baked goods to be provided at the art show on 21 March.

Old Business-

The Manager made a request that once the snow has melted, the board plan a day to work on the front porch of the library building. Date To be Determined.

New Business-

The board discussed who the official check signer's for the year would be. It was decided that the signer's will be the Treasurer, the Library Manager and the Secretary.

Action on Bills Received-

Bills were discussed by the board, all present trustees signed off on payment of upcoming bills. Motion to do so was made by Kara Nutt and seconded by Cathleen Warner.

*The secretary noted that Cynthia Busic-Snyder was officially absent without excuse from the meeting. This is her first of two allowed absences.

Motion to adjourn was made at 8:10pm by Ross Whitford, seconded by Cathleen Warner.

Respectfully Submitted by
Ross T. Whitford
Secretary