

Morrisville Public Library Board of Trustees Meeting

21 May 2015

Meeting began at 6:34 pm

**Roll Call-**

Present- Cathy Warner, Vice-President. Ross Whitford, Secretary. Kevin Rounds, Trustee. Jim Nutt, Trustee. Kara Nutt, Trustee. Michelle Rounds, Library Manager.

Absent- Gloria Hart (Family Emergency)

**Secretary's Report-**

Motion to accept- Jim Nutt

Second- Kara Nutt

All in favor

**Treasurer's Report-**

Report was presented by Michelle Rounds, including revenue and appropriations. A balance sheet was presented as of April 30, along with a profit and loss margin for March and April.

Motion to accept- Jim Nutt

Second- Kevin Rounds

All in favor

**Correspondence-**

Morrisville State College professor Devon Branca sent thank you for poetry workshop recently held at library. Around 25 people attended.

A thank you from Marie Smith and Stella King for using library premises to provide free federal and state tax service to 112 seniors in the local area was sent. This service allowed for around \$40,000 in refunds for local residents. Many seniors present have not been to the library since the building addition and many present made note of their appreciation.

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

**Transfer of Funds-** The Manager proposed a transfer of funds in the amount of \$153.26 from the Contingency Fund into the Commercial Insurance line. In addition, \$41 should be transferred from the Contingency Fund into Worker's Comp.

- Motion made by Kara Nutt
- Seconded by Jim Nutt
- All in favor.

**Ice Buildup-** use of the driveway this past winter was limited due to constant ice buildup. The board discussed asking Mr. Sczwecyk to install gutters on his building next door. This presents a possible health hazard to patrons and staff who exit on that side of the building. Codes inspection officials may need to get involved if a personal request is not complied with.

Motion to talk with Tom Sczwecyk- Ross Whitford

Second- Jim Nutt

All in favor

**Pilcrow Foundation Grant-** This grant is for children's books. Sponsors need to donate \$400, and they would award us \$800 for a total of \$1200. This would provide for approximately 70 children's books.

**Core Grant-** Grant has been applied for. \$350 was applied for to pay for summer reading performers. A response should be received by the end of May.

**First Aid/CPR class-** Staff members attended and passed.

**Disaster Plan-** Finished, some format changes being made for ease of use before being printed for staff and manager use.

**May-August Events-** Newsletter was included in the report. Some great programs are planned for the summer.

**Adult Mixer-** Gloria Hart decided to cancel due to issues setting up time to meet with other members of the board.

**Cleaner-** Michelle Rounds wants to take on the position of cleaner as she is here already. She reassured the board that this would not take away from her manager position. This also saves the board workers comp and disability insurance.

- Motion to appoint- Jim Nutt
- Second- Kara Nutt
- All in favor. Kevin Rounds abstained

**Roof Hatch/Roof Fascia and Front Steps-** Step repair has been finished and new steps have been painted. A new carpet was installed in order to prevent possible slips due to rain. Roof hatch has been delayed for the short term. The Fascia needs to be repaired, but due to not being able to tell just how much work needs to be done, an allowance of \$2000 has been requested.

- Motion to approve- Kara Nutt
- Seconded- Jim Nutt
- All in favor

**Sales Tax paperwork-** Paperwork was filed on April 6. Certificate was received on April 21, sales tax is now being charged. The register has been adjusted to automatically add the sales tax to the total. Some leftover library items will be going on sale soon, such as library magnets.

**Easter Basket Raffle-** \$148 was made in the raffle.

**990-** 990 IRS for 2014 fiscal year have been completed and filed as of April 24. The document is available for review.

**Magee Grant-** Chars and chair rack have been purchased. A new lectern and laptop have arrived as well. \$500 has been appropriated for the garden to be finished. \$440 was allowed for first aid classes. \$2313 is remaining from this grant. The board discussed using some of the money to buy a new copier. No decision was made at this time. Quotes will be supplied at the next meeting.

Motion to allow money for First aid classes- Kevin Rounds

Seconded- Kara Nutt

All in favor

**Maintenance Items-**

1. A new emergency light has been installed. A work day is needed to work on baseboards outside of the doors. The board decided to ask Rodney our handy man to work on it as soon as possible. The board discussed the work that needs to be done along with the possible costs that may come up once work is underway. The board decided to allow for up to \$2000 to see how much can be done.
  - Motion to accept was made by Jim Nutt
  - Seconded by Kara Nutt
  - All in favor
2. Water usage has increased dramatically; a plumber will be contacted to fix the janitor and kitchenette closet leak.

**Books Sale sign up-** annual book sale will be held before our next meeting, volunteer workers are being asked to sign up now. Book sale will take place July 10 – July 13

**Mid York increase of services-** Starting in 2016, Mid York service fees will be going up. The library will be paying \$1000-\$1200 more per year. A letter fully explaining the proposed changes is attached within the manager's report. The DAC (Director's Advisory Council) voted to approve it.

**Oneida Saving Bank-** Oneida Savings has merged with Community Bank and will be changing their name to the latter as the end of the year.

**Current/upcoming items-** Summer reading program planning is underway. Policy updates are being considered for the next meeting so that our policy manual will be up to date.

Motion to approve manager's report- Kara Nutt

Seconded by Jim Nutt

All in favor

**Fundraising Committee Report-** No report

**Book Sale Report-** No report

**Hospitality Report-** Board decided not to do a second reception for 4<sup>th</sup>-6<sup>th</sup> grade art next summer.

**Old Business-**

No old business discussed.

**New Business-**

Cynthia Snyder submitted her resignation to the board and cited difficulty in attending meetings and wanting to spend more time with family matters.

3. Motion to accept resignation was made by Kara Nutt
4. Seconded by Kevin Rounds
5. All in favor

Some landscaping was performed between the sidewalk and the road, but as the library doesn't technically own that area, there is some concern that the village may come along and rip the paver's out. Material used belongs to the library, so that if the village does do something in the area that tears up the section, the library will request that the materials be returned to us or damages be paid.

Motion to pay the monthly bills made by Jim Nutt

Seconded by Kevin Rounds

All in favor

Motion to Adjourn made by Jim Nutt

Seconded by Kara Nutt

All in favor

Meeting concluded at 7:31pm

Respectfully submitted,

Ross Whitford, Secretary