

Morrisville Public Library Board of Trustees Meeting
July 16, 2015

Meeting called to order at 6:31pm

Roll Call-

Present- Gloria Hart, President. Ross Whitford, Secretary. Kevin Rounds, Trustee. James Nutt, Trustee. Kara Nutt, Trustee. Michelle Rounds, Library Manager. Donna Claxton, Treasurer. Robert Mitchell, Community Member (Added as trustee).

Late- Cathy Warner, Vice President.

Secretary's Report-

Motion to accept- Jim Nutt

Second- Kevin Rounds

All in favor

Treasure's Report-

Motion to accept- James Nutt

Second- Kara Nutt

All in favor

Correspondence-

A letter was delivered to the Library Manager stating that KeyBank is moving out of Morrisville as of October 2nd. The library will likely use the Cazenovia branch of KeyBank after the Morrisville branch closes.

Manager's Report- (See complete report as attached for further details)

Budget Transfer- A \$6.00 transfer from the Contingency fund to the Movie License line.

Motion to accept- Kara Nutt

Second- Cathy Warner

All in favor

Popcorn Machine- Machine will no longer be available to rent, and will stay within the library at all times. There is a small crack in the front door, and by keeping it within the library, we are hoping to stop the spread of the crack.

Motion to Accept-Cathy Warner

Second- Jim Nutt

All in favor

Pilcrow Foundation Grant- Where the library only needed to raise \$400, \$640 was raised. This will allow the library to purchase more children's books than originally planned. Thank you notes will be sent out soon.

Appointment Temporary Summer Help- Amber Smalley has been hired as a temporary summer aide.

Motion to accept- Cathy Warner

Second- Jim Nutt

All in favor

Sales Tax Filed- Sales tax paid early, 5% credit allowed, a total of 61 cents was paid.

Summer Reading- 105 children, 37 adults have signed up for summer reading.

Magee Grant Money/Copier- The library manager sought out several quotes on a new copier, the better option came from Business Machine. Business Machine offers a better plan with a better machine at a better price for the library. The proposal for a new copier (\$1,155), a cabinet for it (\$100), and a service contract (\$360 per year) was brought forward.

Motion to accept- Jim Nutt

Second- Cathy Warner

All in favor

Book Sale- A total of \$223 was made, it was suggested that the open donation time is extended from July 1 to May 15 next year, to allow for a greater variety of donations.

KeyBank- With the closure of the Morrisville Branch, the library will likely use the Cazenovia Branch after October 2nd, but if a new bank that provides all the services that the library needs moves into town, our business may change in the future.

Prospective Trustees- Robert Mitchell was present; the board asked him several questions on his thoughts and ideas concerning the library.

Kevin Rounds appointed Robert Mitchell to fill the vacated seat of Cynthia Busic-Snyder. Cathy Warner seconded and all were in favor.

Dougherty Garden- It was asked what was happening with the Dougherty garden outside of the library, it has been neglected lately and Mrs. Dougherty wants something new to be done around this section of the library garden. The board discussed several possible monuments to be placed outside, including a plaque that could go around one of the raised beds of flowers. A reception was discussed with an official presentation by the board. Possible dates were discussed, the President will talk with Mrs. Dougherty about what she would prefer.

Sales Items- The library has started to sell t-shirts and other items up front by the circulation desk. The library manager has several proposed items, such as mugs, ornaments and car magnets. The board discussed these possibilities. The board discussed the ordering and pre-sale of t-shirts, as well as possible sale prices for the various items. We will be selling Morrisville tees for \$12.50 pre sale or \$15 after August 31. Michelle will order 100 car magnets and will sell them for \$8 each or 2 for \$15.

Ice Build Up- At the previous meeting, Cathy was asked to talk to the library's neighbor about putting gutters on his building to prevent the ice buildup on our driveway that we struggled with last winter. In the last two months, the Vice President has failed to contact him. The Library Manager stressed the importance of talking to him ASAP. If he refuses to take action, there is not much time to bring in the codes officer before winter sets in again. It is likely now that it will not be resolved before winter season.

Current/Upcoming items for Manager- Policy updates have been presented to the board and the disaster plan is being wrapped up.

Motion to accept Manager's Report- Cathy Warner

Second- Kara Nutt

All in favor

Book Sale coordinator report- Covered in manager's minutes

Hospitality Coordinator report- Nothing to report

Fundraising Committee report- Covered in manager's minutes

Old Business- No old business to report.

New Business-

Ross Whitford and Robert Mitchell were both sworn in as trustees. Mr. Mitchell took an oath of office with notary, Michelle Rounds. He is appointed until June 30, 2016. The board welcomed him to the board and advised Michelle to get him the materials needed now that he is a trustee.

Ross Whitford was elected by the school district taxpayers at the May election and was sworn in by notary Michelle Rounds. Ross signed his oath and the board re-welcomed him to his position. He was elected to a five year term.

Policy Updates- Several policies were brought forward that are no longer relevant, and one proposed amendment was brought forward.

Hours Open (AMENDMENT)-amended items are italicized

The Morrisville Public Library will be open for regular operations on the following days during the following times:

Monday 12 p.m. to 8 p.m.
Tuesday 10 a.m. to 8 p.m.
Wednesday 12 p.m. to 8 p.m.
Thursday 10 p.m. to 8 p.m.
Friday 12 p.m. to 8 p.m.
Saturday 10 a.m. to 4 p.m.

The Library will be closed for regular operations on Sundays.

The Library will be closed on Saturdays in the summer from Memorial Day Weekend until Labor Day Weekend.

The Library will also be open at additional hours for special programming. Dates and times for special programs will be announced as needed.

If the Library is to be closed due to weather and or other emergency an announcement will be made on radio station WMCR (Oneida) and TV stations *WSTM-3, WTVH-5, WSYR-9 and Time Warner Cable (channel 10)*. Patrons may also call the library if there is a question – if no one answers the patron can assume that the library is closed.

The hours of operation are in full compliance with the New York State Standards for Public Libraries which require that this library remain open for a minimum of 30 hours per week.

Receipts Policy (REPEAL)

Anyone making a donation or paying a fee in an amount of \$5.00 (five dollars) or more must be given a receipt. At the end of the day all cash and carbons of receipts should be placed in the safe. No cash should be left at the desk overnight.

All receipts must be dated, contain the name of the patron, amount of cash received, reason for transaction (donation or fee), and signed by staff member receiving payment.

Patron receives the white copy, treasurer receives the yellow copy and the pink copy stays in the receipt book which will be placed in the downstairs safe at the end of the day. During operating hours receipt book will be in a drawer at the circulation desk.

Failure to follow and abide by this policy may result in poor evaluations by the Library Manager or further disciplinary action as stated in Section (I) of the Library Personal Policy.

Use of Rear Door Policy (REPEAL)

The back door is for staff and emergency use only. Patrons should not use these doors to routinely enter or exit the building. Revised and approved July 19, 2005

Die Cut Machine Policy (REPEAL)

The die cut machine will be open for adult public use. NO children are allowed to use this. Adult patrons will need to bring in their own paper to use this machine. All adult patrons (18 and over) use this system at their own risk.

Adopted October 16, 2007

Motion to accept changes to policies- Jim Nutt

Second- Cathy Warner

All in favor.

Motion to move into executive session to discuss personnel- Ross Whitford

Second by Cathy Warner

All in favor

Board moved out of Executive Session at 7:54pm; no action taken.

Motion to adjourn- Jim Nutt

Second- Cathy Warner

Meeting concluded at 7:55pm

Submitted this date,

Ross Whitford, Secretary