

Morrisville Public Library Board of Trustees Meeting

September 17, 2015

Meeting called to order at 6:30pm

**Roll Call-**

*Present-* Gloria Hart, President. Ross Whitford, Secretary. Jim Nutt, Trustee. Robert Mitchell, Trustee. Kevin Rounds, Trustee. Michelle Rounds, Library Manager. Donna Claxton, Treasurer.

Kelly Foster, Community Member. Eric Jennings, Community Member.

**Secretary's Report-**

Motion to accept- Bob Mitchell

Second- Jim Nutt

All in favor

**Treasurer's Report**

Motion to accept- Kevin Rounds

Second- Bob Mitchell

All in favor

**Correspondence-**

A thank you for the invite for the Dougherty event was sent to the library with a generous donation of \$100.

A second thank you was sent from Ms. Linda Dougherty thanking the library for the ceremony.

Ms. Kara Nutt submitted her resignation to the board dated September 1, due to a cross country move for work.

Mr. James Nutt submitted his resignation to the board dated September 18, due to a cross country move for work.

Motion to accept the resignations- Bob Mitchell

Second- Kevin Rounds

All in favor

**Appointment of new trustees-** With two seats currently vacant on the board (Cathleen Warner and Kara Nutt), two prospective trustees were asked to join tonight's meeting. Kelly Foster and Eric Jennings were in attendance, and following a brief question period by the board, they were appointed to join the board.

Motion to appoint Kelly Foster to the board of trustees- Jim Nutt

Second- Bob Mitchell

All in favor

Motion to appoint Eric Jennings to the board of trustees- Kevin Rounds

Second- Bob Mitchell

All in favor

A discussion was brought forth to appoint Bob Mitchell to the position of Vice President of the Board of Trustees.

Motion to appoint Bob Mitchell as Vice President- Jim Nutt

Second- Eric Jennings

All in favor

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

**Budget Transfers-** It was requested that \$685.62 be transferred out of the Contingency fund and into several categories as listed below:

- \$20.02 to water and sewer
- \$615.80 into fundraising startup
- \$50 into the postage fund

Motion to approve- Jim Nutt

Second- Bob Mitchell

All in favor

**Sales Tax Filed-** The paperwork for the next quarter has been filed, and the library saved \$1.34 by filing early.

**Summer Reading-** A record number of adults signed up (37) with a total of 111 children. The reading requirement was met by the children.

**September, October, November and December Programming-** A newsletter is attached for September and October programming, and a fall history series is scheduled for the adults. A proposed newsletter for November and December is also attached.

**Keybank Closure-** Due to the closure of the branch on October 2, library by-laws need to be changed in dealing with the duties of the treasurer. The Library Manager will take the deposits to the bank as she is insured on the library's auto policy. It was confirmed that this is not going to be a problem with any possible future audit. A request has been submitted that the Manager be reimbursed for gas mileage for trips to the bank and meetings outside of the library. The 2015 IRS mileage reimbursement rate is currently 57.5 cents per mile.

Motion to approve the mileage reimbursement policy as attached- Jim Nutt

Second- Bob Mitchell

All in favor

(See attached policies for updates and changes)

**Sales Items-** T shirts should be arriving at the library very soon. Magnets are currently for sale, the board will discuss the sale of mugs to begin in November in time for possible Christmas presents. It is suggested that mugs be sold at \$10 each.

Motion to approve- Jim Nutt

Second- Bob Mitchell

All in favor

**Ice Buildup-** Bob has been in contact with the neighbor in question in order to try and find a solution to this problem. The Codes enforcement officer may be brought in to help settle the dispute.

**Trustee Bill Change for non-meeting months-** It has been discussed that an alternative way to distribute bills and other sensitive information is needed. The idea of a lockbox of some form could be ideal. Two different types of fire resistant security boxes were discussed. One involves a key and the other uses a reprogrammable keypad. The board decided to purchase the box with the keypad, estimated cost is \$57.89.

Motion to approve the purchase- Bob Mitchell

Second- Jim Nutt

All in favor

**Serv-Pro-** Carpets within the library building are scheduled to be cleaned on September 26 at 4pm. Trustees are asked to be present at 2pm to help move items out of the way for the cleaning service.

**2016 Madison County Funding-** Madison County has decided that in order to get money from them we must submit an application. They have been asked to fund 90 percent of our property insurance, and we are currently waiting for an answer or response.

**Staff Evaluations-** Will be done at the end of this month, as per the library handbook. No issues are being foreseen.

**Budget Items-** The budget will be submitted at the November meeting for review and approval. If the trustees have ideas on budget items, they are requested to submit them immediately. The tax increase will go toward electricity, insurance and salaries to compensate for the rise in minimum wage.

**HVAC Issues-** Due to a HVAC breakdown last month, a repair had to be made that cost \$208.

**Doors and Roof Repair-** Plans are in motion to start repairs at the end of the month and should be finished before the start of winter.

**2016 Days Off-** The board discussed which days the library should be closer for in 2016. There was some debate on whether the library should close for Friday and Saturday for New Year's, and if the library should be open at all for Christmas Eve as it falls on a Saturday. The library will close for the entire day on Christmas Eve.

Motion to approve- Kevin Rounds

Second- Jim Nutt

All in favor

**Collecting Taxes-** With Keybank in Morrisville closing, the idea is being discussed for the library to be the collection center taxes. Michelle Rounds is waiting to talk to the School Superintendent about the possibility.

**Summer Hours-** Will be established between May 28 and September 3, 2016.

**Carbon Monoxide Detectors-** The library will be buying three detectors that will tie into the fire system. We are waiting on a cost estimate.

**Motion to approve Manager's Report-** Jim Nutt

Second- Bob Mitchell

All in favor

**New Business-**

**New Trustees-**

Eric Jennings and Kelly Foster were both sworn in as trustees. Mr. Jennings and Ms. Foster took an oath of office with notary Michelle Rounds. They are appointed until June 30, 2016. The board welcomed them both to the board and advised Michelle to provide the materials needed by a trustee as soon as possible.

**Motion to approve the bills-** Robert Mitchell

Second- Kevin Rounds

All in favor

**Updates on Policies-** (Please see attached policies for full amendments)

An amendment to the Procedures for Cash Receipt policy, the Procedures for Cash Disbursements policy, the Investment Policy and the Mileage Reimbursement Policy were proposed. Following discussion the board motioned to accept the proposed change.

Motion to approve the proposed changes to the above policies, effective as of October 5, 2015- Kevin Rounds

Second- Bob Mitchell

All in favor

**By Law Changes-**

A change in the by-laws is being made to remove the following line from the treasurer's section:

"Depositing all such monies in the name of the Library in such depositories as shall be selected by the Board of Trustees."

And placing it within the duties of the Library Manager's section of the By-Laws.

Can be motioned for approval at November's Meeting

Motion to adjourn- Kevin Rounds

Second- Jim Nutt

**Meeting Adjourned at 7:30pm**