

Morrisville Public Library Board of Trustees Meeting

November 19, 2015

Meeting called to order at 6:31pm

Roll Call-

Present- Gloria Hart, President. Ross Whitford, Secretary. Kevin Rounds, Trustee. Michelle Rounds, Library Manager. Kelly Foster, Trustee. Eric Jennings, Trustee. Donna Claxton, Treasurer.

Late- Robert Mitchell, Vice President (arrived 7:02pm)

Secretary's Report-

A small correction was added, the Library manager was listed as a trustee, this has been corrected.

Motion to accept- Eric Jennings

Second- Kelly Foster

All in favor

Treasurer's Report

Motion to accept- Ross Whitford

Second- Eric Jennings

All in favor

Correspondence-

No correspondence at this time.

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

Budget Transfer Request- It has been requested that \$973.43 be removed from the Contingency fund and be distributed as follows: \$103.09 into Water and Sewer, \$645.34 into fundraising startup, \$125 into the telephone line.

Motion to approve- Eric Jennings

Second- Kelly Foster

All in favor

Account Transfers- The library manager would like to take approximately \$130 from the books sale account as well as \$152 that is in access in the USDA loan account, and place them both in the equipment repair account.

Motion to approve- Ross Whitford

Second- Kevin Rounds

All in favor

Fundraisers- Checks were requested from Funding Factory and Key Rewards, as \$50 was raised in toners from Funding Factory and a \$25 cash back was awarded from Key Rewards.

Serv-Pro- Due to a bad experience when the company was here to clean the carpets last month, they have offered to come back this coming Saturday to do it again, free of charge, plus a 15% discount. If the board agrees, it is requested that board members come to the library at 1pm on Saturday to help move things around, and again at 6:30pm Sunday to help move things back.

The members of the board agreed to move forward.

2016 Madison County Funding- In order to receive funding for the upcoming year, our computer policy must be updated to filter pornography. The Library Manager is working with Mid-York and several other directors around the County to set this up. An update will be sent to the board as soon as possible.

Motion to add the filtering of pornography on our public computers was made by Ross Whitford

Second- Kevin Rounds

Roll Call:

Aye- Kevin Rounds, Kelly Foster, Gloria Hart, Eric Jennings

Nay- Ross Whitford

Absent- Robert Mitchell

2017 Tax Cap- The board previously discussed going for the 2% funding every year, the board discussed if this was still the plan. If so, the following resolution must be passed:

“Whereas, the adoption of the 2017 budget for the Morrisville Public Library may require a tax levy increase that exceeds the tax cap imposed by the state law as outlines in the General Municipal Law Section 3-c adopted in 2011; and

“Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of the qualified board members; now therefore be it

“Resolved, that the Board of Trustees of the Morrisville Public Library voted and approved to exceed the tax levy limit for 2017 by at least sixty percent of the board of trustees as required by state law on Thursday November 19, 2015.”

Motion to approve the above resolution- Robert Mitchell

Second- Kelly Foster

Roll Call Requested:

Aye: Eric Jennings, Robert Mitchell, Gloria Hart, Kelly Foster, Kevin Rounds

Nay: Ross Whitford

Howlett Donations- We received \$610 for use in the front garden area. The Manager would like to turn the porch into a sitting area and move the drop box in addition to work in the gardens. Thank you notes will be sent out as soon as possible.

Department of Labor Audit- The audit took place on November 4 and everything checked out just fine.

Mileage Reimbursement Budget Code- A new code is needed for this policy, the manager asked the board to approve of it tonight. Administrative Code 39000-52 to be added.

Motion to approve- Eric Jennings

Second- Bob Mitchell

All in favor

Emergency Repairs and Roof- Some additional work is needed for emergency repairs and for the roof, some of which will take place in the next month, the rest will be taken care of in the spring.

Open House- The trustees are working with the Manager to plan for the upcoming open house on December 11 that will go from 5-8pm. Snacks, ornaments and a visit from Santa will be on hand.

Motion to approve Managers Report- Ross Whitford

Second- Kevin Rounds

All in favor

Book Sale Coordinator Report- No report was made at this time. Robert Mitchell volunteered to take over as the new Book Sale Coordinator.

Motion to make Robert Mitchell the Book Sale Coordinator- Kelly Foster

Second- Eric Jennings

All in favor

Hospitality Coordinator Report- No report at this time

Old Business:

By-Laws Update-

An update to the Treasurer section of the By-Laws was suggested and proposed by the library manager, a section will be added under Key Responsibilities of the Library Manager that says:

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

Motion to approve- Robert Mitchell

Second- Eric Jennings

Roll Call requested:

Aye: Kevin Rounds, Kelly Foster, Robert Mitchell, Ross Whitford, Eric Jennings

Nay:

New Business:

The 2016 budget was proposed and discussed.

Motion to accept and approve the proposed budget for 2016- Ross Whitford

Second- Kelly Foster

Roll Call Requested-

Aye: Eric Jennings, Ross Whitford, Robert Mitchell, Kelly Foster, Kevin Rounds, Gloria Rounds

Nay:

Motion to pay the bills for November- Kevin Rounds

Second- Ross Whitford

A motion was made to move into a short executive session to discuss library personal.

Motion made by- Ross Whitford

Second- Kevin Rounds

The Board entered Executive Session at 7:41 pm.

The Board motioned to come out of Executive Session- Kevin Rounds

Second- Robert Mitchell

The Board came out of Executive Session at 8:03 pm.

The board decided to pay the Treasurer quarterly instead of annually coming into effect January 1st, based on performance. The Treasurer will now be paid in March, June, September and December.

Motion to approve- Kevin Rounds

Second- Robert Mitchell

All in favor

The Library Manager and the Secretary will meet to officially update the procedures to reflect the above changes. Proposed changes will be approved by the Board at the regular January meeting.

With no further discussion, a motion to adjourn was made by- Ross Whitford

Second- Kevin Rounds

All in favor

Board Meeting adjourned at 8:05 pm