

Morrisville Public Library Board of Trustees Meeting
March 17, 2016

Meeting called to order at 6:30pm

Roll Call-

Present- Ross Whitford, President. Robert Mitchell, Vice President. Kevin Rounds, Trustee. Eric Jennings, Trustee. Gloria Hart, Trustee. Michelle Rounds, Library Manager.

Absent- Kelly Foster, Secretary (exempt due to illness). Donna Isbell, Trustee (exempt due to prior engagement before becoming a board member).

A motion was made to make Michelle Rounds, Library Manager, the acting secretary for the meeting.

Motion- Eric Jennings

Second- Robert Mitchell

All in favor

Secretary's Report-

There were a few minor amendments to the January 21, 2016 minutes and would be corrected immediately. There was a motion to accept those with changes as well as February 13, 2016 minutes.

Motion to accept with changes- Gloria Hart

Second- Kevin Rounds

All in favor

Treasure's Report-

Motion to accept- Eric Jennings

Second- Gloria Hart

All in favor

Correspondence-

Nancy McPherson sent Michelle a card thanking her for the wonderful variety of magazines that the library has.

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

Karen Verne- Tabled until May to see if we receive a receipt.

Sales Tax- Sales tax was filed early in March and came to \$9.60, but due to filing early, we only had to pay \$9.12, a savings of 48 cents.

2017 Budget Increase- Budget Proposition petition goes out for the public on Monday March 21. Stop in and sign it. Need to get 25+ signatures and back to the school soon. Budget vote is Tuesday May 17 from 10am to 8pm.

Giving Tree Donations- Nice list of donations this year. Kelly will send out thank you notes to all who donated.

Library Page Appointment- The board made a motion to appoint Jennifer Forward as Library Page. She is hired per Diem, no benefits package.

Motion to accept- Gloria Hart

Second- Eric Jennings

All in favor; Kevin Rounds abstained.

Annual Report Approval- As needed for the Annual Report- the approval by the board.

Motion to approve- Kevin Rounds
Second- Eric Jennings
All in favor

Weekly Deposits- Due to our bank, Key Bank, leaving the area it has been proposed to collect and do the deposits by Treasurer, Kaidi Church, weekly, but having the Library Manager only take them to the bank as per the policy below.

The weekly deposits will be held in the safe in the Manager's Office until there is \$250+ or three (3) weeks of deposits at which point the Library Manager will take said deposits to the bank as soon as practical.

A motion was made to approve said change in the Library's Cash Receipts Policy- Robert Mitchell
Second- Gloria Hart
All in favor

Amazon Smile-Because the library is 501(c)3, we can get donations from Amazon for every item purchased. Patrons, friends etc can click on our name in the list of places to donate and then go about their buying as usual. When they purchase something from Amazon Smile, 0.5% goes to the library. Currently, before signing up, we have \$20.54. Michelle has asked that we sign up and advertise this and get more donations for our library! Deposits will be made every quarter to the library.

Motion to accept this as a fundraiser- Kevin Rounds
Second- Gloria Hart
All in favor

Construction Contract/Rodney Warner- Rodney repaired the remaining items as per the letter sent to him in February by the Board President. The board requested Ross to send him a thank you note. Board reviewed the construction contract they asked Michelle to create at the special meeting in February. Board acknowledged it was everything they were looking for.

Motion to adopt and use for all future contractors- Gloria Hart
Second- Robert Mitchell
All in favor

Madison County Landfill Punch Cards- A few libraries are starting to sell these and Michelle would like to as well. This is part of her, "one stop shop" plan she has for the library. As it is a fundraiser, the board must approve it.

Motion to approve- Kevin Rounds
Second- Gloria Hart
All in favor

CORE Grant- Michelle is going to apply for this grant again. This will be the library's 5th year of applying and we have received it once. She will apply again for money to pay for a programmer for our summer reading program.

Services Sign- The board would like Michelle to look into a more permanent sign for all the services we offer. They would like it to be something that could be hung behind the desk.

Motion to accept the Manager's Report-Eric Jennings

Second- Gloria Hart
All in favor

Book Sale coordinator report- Book Sale will be on Saturday July 9 and the Clearance Sale on Monday July 11. Michelle will work with Robert as this is his first year as Coordinator.

Hospitality Coordinator report- Open House will be either December 9 or 16. Ross requested it be December 9 because the Library Manager would be out of town and it's a trustee event and she doesn't need to be here. Michelle said it's not good PR to have the Manager not present but if the board decided on this, she was informing them she would not be available by phone if they had problems, etc. due to being out of town. Gloria and Eric felt that was too far away from Christmas and that December 16 was fine. Board to discuss it more at future board meetings.

Old Business-

None

New Business-

Kevin Rounds requested that seeing we will not have the Key Bank ladies for cleanup of the library grounds this year that we have a work day at the end of April. Michelle will send out more information soon.

Executive Session- A motion was made to enter in executive session to discuss personnel at 7:18pm.

Motion to enter- Kevin Rounds
Second- Robert Mitchell
All in favor

Motion to exit executive session at 7:24pm- Kevin Rounds
Second- Robert Mitchell
All in favor

No Action Taken.

Motion to pay the bills- Eric Jennings
Second- Robert Mitchell
All in favor

Motion to adjourn at 7:25pm- Kevin Rounds
Second- Eric Jennings
All in favor

Submitted this date,
Michelle Rounds, Library Manager/Acting Secretary