

Morrisville Public Library Board of Trustees Meeting  
May 19, 2016

Meeting called to order at 6:05pm

**Roll Call-**

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

Kelly Foster arrived late at 6:25pm.

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

Motion- Donna Isbell

Second- Robert Mitchell

All in favor

**Executive Session-**

Vice-President, Robert Mitchell, made a motion to enter executive session at 6:07pm to discuss personnel issues. Gloria Hart seconded. All were in favor.

Motion to exit executive session at 6:22pm- Donna Isbell

Second- Robert Mitchell

All in favor

No Action Taken.

**Secretary's Report-**

Eric Jennings made a motion to accept the March 17, 2016 minutes. Gloria Hart seconded and all were in favor.

**Treasure's Report-**

Motion to accept- Gloria Hart

Second- Donna Isbell

All in favor

**Correspondence-**

-none-

**New Business-**

Due to the prior knowledge of two trustees having to leave early, the board moved New Business before the Manager's Report.

The Library had 4 people recently re-elected to the board at the May 17, 2016 election by the school district taxpayers. Kelly Foster, Donna Isbell, Eric Jennings and Robert Mitchell Jr. were the candidates. Kelly Foster, Donna Isbell and Robert Mitchell Jr. were elected to terms beginning July 1, 2016 and ending June 30, 2019. Eric Jennings was elected to a term beginning July 1, 2016 and ending June 30, 2018. They were all sworn in by notary, Michelle Rounds. They all signed their oaths and were re-welcomed by the board.

Kevin Rounds suggested there be a re-nomination of officers. The board agreed.

For the office of *President of the Board*:

Gloria Hart was nominated. Kevin Rounds made a motion to appoint her as president. Eric Jennings seconded. All were in favor.

*For the office of Vice President of the Board:*

Robert Mitchell was nominated. Gloria Hart made a motion to appoint him as vice-president. Kevin Rounds seconded and all were in favor.

*For the office of Secretary of the Board:*

Kelly Foster and Ross Whitford were both nominated. Ross Whitford respectfully declined. Kevin Rounds made a motion to appoint Kelly as secretary. Gloria Hart seconded and all were in favor.

At this point, former president, Ross Whitford, asked if Gloria Hart would resume the meeting and she did so.

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

**Budget Transfers-** Motion to move \$310.65 out of contingency (39000-42) to cover the following: 39000-06 (Worker's Compensation)-\$2.00, 39000-30 (E-books)-\$222.75, and 39000-50 (circ fee overlap) - \$85.90.

Motion to transfer monies-Eric Jennings  
Second- Donna Isbell  
All in favor

**Madison County Punch Cards-** Approval to add Madison County Punch Cards as a pre-authorized bill to be paid before the meeting each month

Motion to approve-Donna Isbell  
Second- Robert Mitchell  
Roll Call: Eric Jennings aye, Kelly Foster aye, Robert Mitchell aye, Ross Whitford aye, Gloria Hart aye, Donna Isbell aye, and Kevin Rounds aye

**Personnel Handbook-**Board reviewed the handbook and Gloria Hart pointed out some typos. Michelle to correct and board approved based on corrections.

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

**Wall Signs-** As requested by the board at the last meeting, Michelle presented various different signs to announce services. She felt that the board should table this as spending this exorbitant amount for a sign was not a wise use of taxpayer dollars. Board agreed.

**Amazon Smile-** We have received \$23.43 from Amazon for Smile use from January-March 2016.

**By-law election process update-** Michelle will work with Donna, Kevin and Robert to address the proposed changes to this section of our by-laws and will present to the board at the next meeting.

**Photos in Workflows-** Michelle discussed the new to be started procedure to increase security with patron's accounts. The staff will be adding photos to their library accounts in the library's software. The board adopted the following policy:

Starting \*\*\*\*, the Morrisville Public Library will be mandating all library patrons to have their photo taken for our records. This photograph is for identification purposes only. The Morrisville Public Library will no longer allow patrons to check out items on others' cards for any reason. Only the adult or child in the photo can check out materials on that account and must be present.

Motion to adopt- Kevin Rounds  
Second- Donna Isbell  
All were in favor except Ross Whitford who said nay

Kelly Foster (family emergency) and Kevin Rounds (doctor appointment) left at 7:03pm.

**ATM of Key Bank-** Michelle informed the board that the ATM at the old Key Bank was closing up on May 26, 2016. She has been in contact with Key Bank about moving it here. The board was very supportive in this endeavor and hopes it comes to fruition.

**Codes Inspection-** Michelle witnessed our annual village code inspection on May 16 and our only area of improvement was installing 3 carbon monoxide detectors. She will get them soon and install them. They need to be in place by July 1, 2016.

**July Annual Book Sale-** The board signed up for covering the annual book sale in July. Michelle will send out the updated schedule to the board.

Motion to accept the Manager's Report-Eric Jennings  
Second- Kevin Rounds  
All in favor

**Book Sale coordinator report-** Book Sale will be on Saturday July 9 and the Clearance Sale on Monday July 11. (See Manager's Report for discussion of the schedule)

**Hospitality Coordinator report-** none

**Old Business-**

None

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

Motion to adjourn at 7:18pm- Donna Isbell  
Second- Robert Mitchell  
All in favor

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