

**Morrisville Public Library Regular Meeting  
November 17, 2016**

Meeting was called to order at 6:31pm

Roll call- Gloria Hart, President; Robert Mitchell Jr., Vice-President; Donna Isbell, Trustee; Brandon Perry, Trustee; Kevin Rounds, Trustee; Michelle Rounds, Library Manager; Tracy Scholefield, Community Member

Absent: Kelly Foster, Secretary (excused for family emergency);

Michelle was appointed as acting secretary for the meeting in absence of the secretary by Robert Mitchell and seconded by Donna Isbell. All in favor.

Secretary report- accepted with noted changes by Kevin Rounds, seconded Donna Isbell, all in favor

Treasurer's report- a motion to accept treasury report by Donna Isbell, seconded by Kevin Rounds. All in favor.

Correspondence- Phyllis Mattingly is turning 75 on December 10 and her close friend would like to send her an avalanche of cards. She asked the board to send some seeing Phyllis was a board member for several years.

Michelle asked a new possible trustee to attend the meeting. The Board discussed the nomination of Tracy Scholefield to the Board of Trustees. After a short question and answer session, the board was satisfied with the nominee, and a motion was made to appoint her as a trustee for the remainder of the current election cycle to fill Eric Jennings' vacant seat.

Motion made by- Robert Mitchell  
Seconded by- Brandon Perry  
All in favor

Tracy Scholefield was sworn in as trustee. Ms. Scholefield took an oath of office with notary Michelle Rounds. She is appointed until June 30, 2017. The board welcomed her to the board.

Managers report- (See complete report as attached for further details)

A motion was made to transfer \$829.94 out of the contingency fund (39000-42) for Office Supplies (39000-41) in the amount of \$500, Automation/Computers (39000-40) for \$275.86 and Custodial Supplies (39000-24) for \$8.01 and Telephone (39000-22) for \$46.07 by Donna Isbell and second by Kevin Rounds. All in favor

**Amazon Smile-** We received \$7.21 for purchases in July-September 2016.

**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 2018 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 2018 by at least sixty percent of the board of trustees as required by state law on Thursday November 17, 2016.”*

Motion to approve the above resolution- Brandon Perry

Second- Kevin Rounds

Roll Call Requested:

Aye: Brandon Perry, Robert Mitchell, Gloria Hart, Donna Isbell, Tracy Scholefield, Kevin Rounds

Nay: none

**Library Aide-** Michelle has hired Heather Dunn to replace the vacancy of Deanna Brink. The board appointed her by motion by Donna Isbell and seconded by Brandon Perry. All in favor.

### **Collection Development Policy-**

Michelle updated our very old (1994) policy and brought it to the board for review and adoption. It was adopted by motion of Donna Isbell and seconded by Robert Mitchell. All in favor. See complete policy below.

### **Collection Development Policy**

Statement and Purpose: The Morrisville Public Library sets as its major goal in collection development to secure for all residents of the Morrisville Eaton Central School District the informational, educational, cultural and recreational materials that fit their needs. The purpose of the collection development policy is to guide the Library Manager to inform the public about the principles upon which selections are made.

#### 1. Definitions

The word “materials” used for specific forms of media has the widest possible meaning. It may include (but is not limited to) books (hardbound or paperbound), pamphlets, maps, magazines and journals, newspapers, manuscripts, films, sounds discs, sound tapes, videotapes and DVD’s, computer software and video games.

#### 2. Selection Criteria

Regardless of format, selection criteria include:

- Current or anticipated public demand
- Local interest
- Material(s) relationship to existing materials in the collection
- Reputation or qualifications of the author, creator, illustrator, or publisher
- Appropriateness to the interests and skills of the interested users
- Availability of funds

#### 3. Material Selection

The Board of Trustees of the Library, recognizing the pluralistic nature of this community and the varied backgrounds and needs of all citizens, regardless of race, creed, sexual orientation, or political persuasion, declares as a matter of materials selection policy that:

Books and library materials selection is, and shall be, vested in the Library Manager. Any book or library material shall be held to be selected by the board.

The Library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to building of the collection and to serving the interests of the community.

Library material will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

Responsibility for the reading, listening, and viewing of materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

In addition to providing materials owned by the Library itself to its patrons, the Morrisville Public Library also participates in the services provided by the Mid York Library System to enhance our collection and also participates in resource sharing to the best of its ability, both as a lender and borrower.

The Morrisville Public Library collection includes and will continue to include as many varieties of format as demand and budget allow.

#### 4. Guidelines for Selection

The Library adheres to the principles in the American Library Association Bill of Rights and the American Library statement on the "Freedom to Read".

The Library acknowledges the purpose of educational programs for students of all ages provided by the educational institutions in the area. Textbooks and curriculum related materials for these programs are provided where the materials also serve the general public or where they provide information not otherwise available. Other than that, the Morrisville Public Library will not purchase textbooks or other curricula.

Legal and medical works will be acquired only to the extent that they are useful to the layman.

The Library acknowledges a particular interest in local history. Therefore, it seeks to acquire related materials.

Because the Library serves a public embracing a wide range of ages, educational backgrounds and reading abilities, it will always seek to select materials of varying complexity.

#### 5. Gifts/Donation of Materials

The Morrisville Public Library welcomes gifts of materials or monetary donations. Morrisville Public Library will accept physical materials in good condition that meet the criteria listed in the Collection Development Policy. Items donated to the Morrisville Public Library become Library property and the Library reserves the right to sell or dispose of gift materials not added to the collection.

The Library does not generally accept school (or college) textbooks except when the materials also serve the general public or when they provide information not otherwise available.

The Library does not accept encyclopedias or dictionaries.

## 6. Maintaining the Collection

Materials will be reviewed on a regular basis by the Library Manager. Materials that no longer serve a need will be removed from the collection. Decisions for removals will be based on circulation, physical condition, usefulness, no longer in demand, outdated material and current (or more accurate) information is available elsewhere.

## 7. Reconsideration of Material

The Library Manager will review any requests for reconsideration of library materials that derive from Morrisville Public Library materials only. If the patron is not satisfied with the decision, he or she may request a review by the Morrisville Public Library Board of Trustees. The Board of Trustees will make the final decision regarding the reconsideration of an item. Please note, the Library adheres to the principles in the American Library Association Bill of Rights and the American Library statement on the "Freedom to Read" and the Board will take this into serious consideration.

**USDA LEP Plan-** Michelle has filed our plan with USDA.

**Fundraiser:** Service fundraiser similar to the Friend's membership drive. Board thought this was a great idea and plan to do it every year from March 15-April 15. Motion made by Donna Isbell and seconded by Kevin Rounds, all in favor.

**Groundskeeper Accountability-** The board is trying to have all employees held accountable for their positions. Below is the accountability for the last employee of groundskeeper.

*If the groundskeeper does not do his/her duty for 3 consecutive snow events (individual days) he/she will be terminated.*

*If we have 4-7 snow events (individual days) in a one week period and the groundskeeper fails to show for more than half of them, he/she will be terminated. Exception, verified illness will be taken into consideration. (Verified meaning a note from a doctor only).*

*The Morrisville Public Library is not responsible for other jobs/employment, extracurricular activities and/or family business that keeps the employee away from his/her duties. The Library is to be shoveled, salted etc. by one hour before we open every day.*

A motion was made by Robert Mitchell and seconded by Kevin Rounds to accept this, all in favor.

**New Logo-** Michelle has been working on a logo for the library. She brought the first draft to the board for review. The board made some suggestions and ideas and asked her to work on it for January's meeting.

**Monies-** Michelle has collected the toner fundraiser monies for 2016 in the amount of \$53.80 and transferred the Key Bank points to cash deposited in the general account in the amount of \$40.

**Community Learning Center Project-** The board directed Gloria to send a letter to this organization stating if the school district does receive this grant what the library will or will not do.

**Compensatory Time-** Michelle brought to the board that due to staff leaving, rehiring etc that she has not been able to use up her compensatory time and get it down to 20 hours. The board agreed that due to these extenuating circumstances that she can carry over more than 20 hours this year. Motion was made by Brandon Perry, seconded by Donna Isbell, abstained by Kevin Rounds and the rest were in favor.

A motion was made by Kevin Rounds to accept the manager's report seconded by Donna Isbell. All were in favor.

Fundraising- none

Old Business- none

New Business-

2017 Budget- The board reviewed the budget and discussed items in it. Brandon Perry made a motion to adopt, seconded by Donna Isbell roll call as follows: aye-Brandon Perry, Robert Mitchell, Gloria Hart, Donna Isbell, Tracy Scholefield, Kevin Rounds, nay-none

USDA Budget Sign- Due to Kelly Foster's absence, the board made a motion for President Gloria Hart to sign instead. Motion made by Robert Mitchell, seconded by Kevin Rounds, all in favor.

Donna Isbell made a motion to pay the bills, Brandon Perry seconded and all were in favor.

Donna Isbell made a motion to adjourn seconded by Kevin Rounds at 8:06pm. All in favor.

Respectfully submitted by,  
Michelle Rounds Library Manager/ Acting Secretary