

**Morrisville Public Library Regular Meeting  
July 20, 2017**

Meeting called to order at 6:30pm.

**Roll call-** Gloria Hart, President; Kelly Foster, Vice-President; Beverly Campbell, Trustee; Donna Isbell, Trustee; Breck Newton, Trustee; Kevin Rounds, Trustee; Michelle Rounds, Library Manager; Jenny Sabo, Millie Grace, Christine Campbell, Robert Virgil, Emily Marshall and Tom Lane, residents

Absent: none

**Secretary's report-** Minutes from the May 18, 2017 meeting were approved by Donna Isbell, seconded by Kevin Rounds. All were in favor.

**Treasurer's report-** was reviewed and a motion was made to accept by Donna Isbell, seconded by Breck Newton, all in favor.

**Committee report-** Minutes from the June 20, 2017 committee meeting were approved by Breck Newton, seconded by Donna Isbell. All were in favor.

**Correspondence- NONE**

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

Budget transfers- A motion was made to transfer \$500.00 out of contingency (39000-42) for Punch Cards (39000-63) by Kelly Foster, seconded by Kevin Rounds, all in favor.

Annual Book Sale- \$321 was made between the two sales- annual and clearance. \$64 was the clearance sale. Board discussed raising the prices of the bag sale (clearance). It was decided that it would \$2 for a bag of hardcover books and \$1 for a bag of paperbacks. Donna Isbell made a motion and Breck Newton seconded, all in favor.

Upcoming Book Sales-The fall book sale will be on Saturday September 30 from 10-4pm and the spring sale will be Saturday March 3 from 10-4pm.

Farmer's Market in Peterboro- The library will be sponsoring two market days this fall- September 6 and 13. We will be having the pop up library (check out books etc.) as well as storytelling and crafts and handouts for adults. Michelle will email the board closer to as we need 1-2 trustees to be at each event.

Fax Policy- Due to increase of people receiving faxes at the library and the increase in ink for the fax machine, we can no longer receive a fax for \$1. The board made a motion to increase the receiving of a fax to match ones sent. Below is the policy adopted by the board; new pricing is in bold print. A motion was made by Donna Isbell seconded by Kelly Foster, all in favor.

Because of varying costs by country we will no longer be able to accept international faxes at the cost of \$1.00. Fees vary so widely, some as much \$10.00 per minute that our existing fee of

\$1.00 per fax is totally inadequate to cover the phone charges. International faxes will be accepted at a higher rate, to be determined by country sent to. Charges for domestic Faxes will remain at \$1.00 for the first page and 10¢ each page after. **To receive a fax, it will cost the same as to send: \$1 for the first page to receive and 10¢ each page after.**

Copy Prices- Michelle presented to the board the amounts other libraries charge for copies. We well below the standard rate. The board did not want to increase all prices at one time so this was tabled until September.

Social Media Policy- Due to the increase and voluminous types of social media, President Hart asked Michelle to draft a social media policy for staff, trustees and volunteers. She presented this in the packet for the board but due to its importance (as well as length of it) the board has tabled it to September.

AED- Michelle is working on options to get an AED on site.

Exterior painting of the front of the library- Michelle has sent a proposal to Assemblyman Magee's office asking if they would give member monies again to have it painted like last time.

Library Aide- Heather Dunn is resigning effective September 1, 2017 due to her husband being relocated for work.

Manager's report accepted by Donna Isbell. Seconded by Breck Newton, all in favor.

**Coordinator Reports-** Due to changes in board trustees, the board reviewed and updated the coordinators. Kelly Foster will now be the Hospitality coordinator and Gloria Hart will be the Book Sale coordinator. Motions made by Donna Isbell and seconded by Kevin Rounds, all in favor.

Fundraising- Board discussed boxes to store books for the book sale. Board to collect banana boxes as they are the sturdiest. Board discussed doing a fundraiser called cow patty bingo but with ducks maybe and selling bags of feed to entice ducks to the person's space. Board to discuss this further in September.

### **Old Business-**

Adoption of the 5 year plan- The board reviewed the draft of the five year plan the committee presented. After reviewing it and making one grammatical change, Kevin Rounds made a motion to approve, seconded by Donna Isbell, all in favor.

### **New Business-**

Non quorum at meeting and paying bills- The board made a new procedure for if we have to re-schedule a meeting due to a non-quorum. The board adopted this procedure by a motion from Donna Isbell and seconded by Kevin Rounds, all in favor. (See procedure below)

***If there is not a quorum for our regularly scheduled meeting, signing off on the bills will follow the same schedule as non-meeting months. (Must stop in and review and sign off by the Tuesday after the third Thursday of the month). This is to prevent nonpayment of bills while rescheduling the meeting.***

**Action on Bills Received-** A motion was made to approve the bills by Donna Isbell and seconded by Breck Newton, all in favor.

A motion to adjourn at 7:57pm was made by Donna Isbell, seconded by Kevin Rounds, all in favor.

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