

**Morrisville Public Library Regular Meeting
November 16, 2017**

Meeting called to order at 6:30pm.

Roll call- Gloria Hart, President; Kelly Foster, Vice-President; Robin Branch-Staelens, Trustee; Beverly Campbell, Trustee; Breck Newton, Trustee; Kevin Rounds, Trustee; Michelle Rounds, Library Manager; Laurie Demaria

Absent: Donna Isbell, Trustee -excused for death in the family;

Secretary's report- Minutes from the September 21, 2017 meeting were approved by Breck Newton, seconded by Kevin Rounds, all in favor.

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

Correspondence- NONE

2018 Budget- The 2018 budget was proposed and discussed. Motion to accept and approve the proposed budget for 2018 was made by Breck Newton and seconded by Robin Branch-Staelens. Roll Call- Aye: Beverly Campbell, Breck Newton, Kevin Rounds, Kelly Foster, Gloria Hart, Robin Branch-Staelens. Nay: none
Budget approved.

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

Budget transfers- The following from contingency (39000-42) for a total of \$993.04. 39000-23 (Building and Maintenance)- \$898.88 (due to porch roof), 39000-38 (fundraising start up) \$26.07, and 39000-51 (Advertising)- \$68.09 (advertise for a groundskeeper). Motion to approve transfers by Breck Newton, seconded by Kelly Foster, all in favor.

Open House- Kelly, Robin and Bev to bake. Donna will donate money for Michelle to buy punch and bring the music. Michelle to get the movies to be shown, candy canes and Santa. Jennifer is heading up the crafts and activities. Michelle to send out invites after Thanksgiving. All trustees should try to attend.

2019 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 2019 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 2019 by at least sixty percent of the board of trustees as required by state law on Thursday November 16, 2017."

Motion to approve the above resolution- Kevin Rounds, Second- Robin Branch-Staelens; all in favor. Board will decide if they will go for more funding in January at their next meeting.

Groundskeeper- Kelly Foster made a motion to appoint Breck Newton as groundskeeper due to the fact that we did not receive any applications for the position and needed someone ASAP. This is only a seasonal position. Robin Branch-Staelens seconded and all were in favor but Breck who abstained. Breck filled out a conflict of interest form.

Social Security Protection Policy- The board adopted the following policy:

Morrisville Public Library will not, except where required by law, do any of the following:

- 1. Publicly display or post an employee's social security number.*
- 2. Visibly print a social security number on any identification badge or card, including any time card.*
- 3. Place a social security number in a file with unrestricted access.*
- 4. Communicate an employee's personal identifying information to the general public.*

For the purpose of this section: Personal identifying information shall include social security number, home address or telephone number, personal electronic mail address, Internet identification or password, parent's surname prior to marriage, or driver's license number.

In addition, files containing social security numbers will be kept in locked file cabinets with limited access.

Morrisville Public Library will never ask patrons for their social security number for our records.

A motion was made by Kevin Rounds and seconded by Breck Newton, all in favor.

Access to Personnel Files Policy- The board adopted the following policy:

Personnel files are the confidential property of Morrisville Public Library and are safeguarded as such by granting limited access to their contents.

The Library Board of Trustees may have access to personnel file information on a need-to-know basis only. Need is defined as an appropriate Board of Trustees Committee Chair considering either the re-hire of a former Morrisville Public Library employee or the discipline, transfer, or promotion of a current Morrisville Public Library employee.

Access to the requested personnel file may be granted by the Library Manager only. Such access is granted only in the context of an action taken at Morrisville Public Library and when the person making the request is directly involved in the matter at hand.

For example:

Not granted: a board member may not access a Morrisville Public Library personnel file for consideration of employment action at a different employer.

Granted: The appropriate Board Committee Chair may be granted access when the Board is considering the promotion of a current employee to the position of Library Manager or when disciplining the Manager.

Granted: The Library Manager may share information with the committee responsible for personnel if seeking counsel from the Board on a particular personnel matter.

The Library Manager will provide only the relevant portion of the personnel file (assessments, resume, application, evaluations, etc.), treating confidential, medical, and/or personally identifying information (PII) with the deference required by law and by professional courtesy.

The Board President, Vice-President, and Chair of an appropriate Board Committee are the only trustees authorized to request personnel files. The Board of Trustees will have access to personnel files only in response to an investigation or deliberation in which they are directly involved.

A staff member who is not acting or employed in a supervisory role is granted access only to his or her own personnel file and only when employed at the time of access.

Representatives of government or law enforcement agencies may be allowed access to certain personnel files in the course of their business. This decision will be made by the Library Manager, in consultation with legal counsel if necessary.

Morrisville Public Library shall provide supervised access to personnel files by current employees in accordance with applicable laws in response to a written request for access to the file. Should an employee wish to have photocopies of materials included in the personnel file or request that items be removed from the personnel file, s/he follows the established procedures to make such requests.

Former employees are not granted access to their personnel files.

PROCEDURE FOR ACCESSING PERSONNEL FILES

Only requests for access in compliance with the Personnel File Access Policy are granted.

BOARD PRESIDENT OR PERSONNEL COMMITTEE CHAIR

The authorized trustee submits a request in writing or via email to the Library Manager that includes the purpose and name of the employee.

CURRENT EMPLOYEES

Current employees may view personnel files by submitting a request in writing or via email to the Library Manager. Employees may schedule one hour of their workday ahead of time so as not to interrupt public service or require additional staffing. The Library Manager will be in the office with the staff member during its viewing to assure the file's integrity.

FORMER EMPLOYEES

Former employees may not have access to their personnel files.

THIRD PARTIES

The administration of Morrisville Public Library will cooperate fully with official and legitimate requests from authorities (law enforcement, regulating authorities, etc.) or companies with whom the library has a relationship (NYS Retirement or an employee benefit company, for example) to provide information held in a personnel file for a current or former employee. The Library Manager will verify that the necessary permission or authorization has been obtained to release such information. Management reserves the right to consult with legal counsel in the process.

LIBRARY MANAGER'S ROLE IN MAINTAINING AND ALLOWING ACCESS TO PERSONNEL FILES

In the course of daily activities, the Library Manager of Morrisville Public Library will have access to personnel files. These files are to be accessed by the Manager only to conduct the business of the library in compliance with the policy governing access to personnel files.

The Library Manager is responsible for maintaining personnel files to conform with all applicable federal, state, and local laws as well as policies and procedures set forth by the library's Board of Trustees including Records Retention Schedule for appropriate documents contained as part of a personnel file. The Library Manager maintains the files' confidentiality including limiting access to authorized individuals as outlined in the Personnel File Access Policy.

Should the Library Manager encounter difficulty in any of these areas of responsibility or in enforcing the Personnel File Access Policy, s/he is to notify the Library Board President. Per the Whistleblower Policy, no retaliation can be enacted for good faith reporting.

A motion was made by Kelly Foster and seconded by Robin Branch-Staelens, all in favor.

Library as a Voting Place- The board tabled this discussion and Michelle's findings until the next meeting.

Transfer of end of year monies- Michelle will be moving all monies collected in the various accounts over to the general checking. Any interest or in the case of the bookselling account, sold monies will be moved. All accounts except the bookselling account (which keeps a balance of \$100) are to keep \$250 in them. Motion by Kevin Rounds and seconded by Robin Branch-Staelens, all in favor.

Book Sale Totals for 2017- March \$74.75 (bad weather), July \$321 and September \$249 for a total of \$644.75.

December Bills- Due to the timing of bill paying in relation to Christmas, Michelle asked that we move the bill paying process as such. For the board to review on Thursday December 14 and need to be signed off by 8pm on Tuesday December 18 so she can pay them on Wednesday December 20. Board agreed and a motion was made by Kelly Foster and seconded by Breck Newton, all in favor.

Manager's report accepted by Kevin Rounds, seconded by Kelly Foster, all in favor.

Coordinator Reports- none-

Old Business-

--none--

New Business-

--none--

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

A motion to adjourn at 6:54pm was made by Beverly Campbell, seconded by Kelly Foster, all in favor.

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