

**Morrisville Public Library Regular Meeting
March 15, 2018**

Meeting called to order at 6:36pm.

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

Absent: Donna Isbell, Trustee; (excused); Robin Branch-Staelens, Trustee (illness); Kevin Rounds, Trustee; (excused work)

Appointment of Secretary for the meeting- Kelly Foster made a motion to appoint Michelle Rounds as secretary for this meeting. Breck Newton seconded and all were in favor.

Secretary's report- Minutes from the January 18, 2018 meeting were approved by Breck Newton, seconded by Kelly Foster, all in favor.

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

Correspondence- NONE

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

Budget Transfers- Transfer \$62.50 from contingency (39000-42) to Travel/Continuing Ed (39000-45). Motion was made by Kelly Foster and seconded by Breck Newton, all in favor.

Annual Report approval- Breck Newton made a motion to approve the 2017 annual report and Beverly Campbell seconded, all in favor.

Appointment of Library Aide- Kelly Foster made a motion to appoint Belinda Taylor as a library aide at minimum wage, no benefits. Breck Newton seconded and all were in favor.

Sales Tax- Michelle filed out sales tax and we paid \$17.71 and got a 93 cent reduction for filing early.

Trustee petitions- Can start getting signatures on March 19. Need 25+ of residents in the MECS school district. Petitions must be submitted to the District Office by 5pm on April 16.

Silent Auction- Board will look into having a silent auction again like the Friends of the Library used to do before they dissolved. This has been tabled until the whole board has a chance to think about it and come up with ideas.

Amazon Smile- Made \$11.45 for the quarter of October-December 2017.

Canned Food Drive- We collected 343 cans for the Morrisville Food Pantry.

Book Sale- It got postponed to Saturday April 14 from 10-4pm. Michelle will send out the schedule so the board can sign up.

Blood Drives-Mark your calendars and spread the word. They are Tuesday June 5 and Friday September 28 from 1-6pm each day.

Paid Leave- Seeing we are part of Civil Service, we need to allow our employees paid leave for all cancer screenings. The board adopted the following to add to our personnel handbook:

An employee is entitled to take up to four (4) hours of paid leave per year to be screened for any cancer of any kind without deducting sick or vacation leave from the employee. The library requires all employees taking such leave to provide a doctor's note to verify the screening.

Breck Newton made a motion to adopt and Kelly Foster seconded, all in favor.

ILL Policy- Due to changes in postage, costs of ILL's etc., the board has adopted the following ILL Policy (effective as soon as Michelle can advertise).

Morrisville Public Library offers to its patrons the option to borrow materials from other lending agencies if they cannot be found within the Mid York Library System. This service is an excellent opportunity to be able to get what the patron wants 98% of the time.

When ordering an Interlibrary Loan item, the Library will charge the patron a \$3 flat fee per item, payable when the item is ready for pick up. If the patron does not pick up the item, the \$3 charge will be added to their library account in Workflows.

Patrons should allow two (2) weeks for requested materials to arrive, although requests often are filled more quickly. Patrons will be contacted when items are ready to be picked up.

Materials on loan from other library systems are to be kept in good condition and returned promptly when they are due. We cannot renew ILL items.

Lost items must be paid for by the borrower at an amount specified by the lending institution, which may include the replacement cost of the book and additional processing fees.

Beverly Campbell made a motion to amend our current ILL Policy, Breck Newton seconded and all were in favor.

Rodney Warner work- The board approved Michelle to pay the contractor when the work was done vs. bringing the bills to the board first. He was approved at \$600 for the snow removal, \$800 for the local history room ceiling and \$162.50 for the front porch gutter work. Michelle will bring the bills to the board after he is paid for their review. Breck Newton made this motion, seconded by Kelly Foster, all in favor.

Movie License- Do we want to cosponsor a movie with other organizations who do not have a movie license. Board wants to look into this more and asked Michelle to get more information about it from Mid York. It was tabled until the next meeting.

Silent Auction- This was carried over from the last meeting but was tabled again seeing we were missing three trustees.

Manager's report accepted by Breck Newton, seconded by Kelly Foster, all in favor.

Coordinator Reports- Kelly Foster to provide treats for the CONYEA meeting on April 4 being held here at the library.

Old Business-

--none--

New Business-

--none--

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

A motion to adjourn at 7:14pm was made by Beverly Campbell, seconded by Breck Newton, all in favor.

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