

Morrisville Public Library Regular Meeting
September 20, 2018

Meeting called to order at 6:32pm

Roll Call- Kelly Foster, President; Breck Newton, Vice-President; Kevin Rounds, Trustee; Aaron Gabriel, Trustee; Michelle Rounds, Library Manager; Robin Branch-Staelens, Secretary; Bev Campbell, Trustee

Absent: Donna Isbell (excused for work)

Secretary's Report- Minutes from the July 19, 2018 meeting and the August 7, 2018 meeting were approved by Kevin Rounds and seconded by Aaron Gabriel, all were in favor.

Treasurer's Report- was reviewed and a motion was made to accept the report by Robin Branch-Staelens and seconded by Bev Campbell, all were in favor.

Correspondence- None

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

Budget/Account Transfers- None

Trustee Oaths of Office- Kelly Foster took an oath of office and was sworn in as President by notary, Michelle Rounds on June 4, 2018. She is appointed to a term beginning July 19, 2018 and ending June 30, 2022. This was accidentally left out of the minutes on July 19, 2018.

Closed for Training- Michelle brought it to the Boards attention that she and the staff have an opportunity to attend an all-day training on October 31, 2018 and would need to close the library to attend. Breck Newton made a motion to allow the library to close and Kevin Rounds seconded the motion, all were in favor.

2019 Library Closures- Kevin Rounds made a motion to accept the 2019 closures listed below and Aaron Gabriel seconded the motion, all were in favor.

New Year's Day (Tuesday 1/1/19)

Martin Luther King Jr. Day (Monday 1/21/19)

President's Day (Monday 2/18/19)

Memorial Day (Monday 5/27/19)

Independence Day (Thursday 7/4/19)

Labor Day (Monday 9/2/19)

Columbus Day (Monday 10/14/19)

Veteran's Day (Monday 11/11/19)

Thanksgiving Day and 2 days after (Thursday-Saturday 11/28-11/30/19)

Christmas Eve Closing at 4pm (Tuesday 12/24/19)

Christmas Day (Wednesday 12/25/19) and the Closed through Wednesday 1/1/20 (New Year's Day)

Prime Auditors- Michelle was contacted by the Prime Auditors who help libraries throughout New York State recover refunds that are due to them from their telephone providers. The Board that this was a great opportunity for the library to recover some money owed to us. Robin Branch-Staelens made a motion to have this service done and Breck Newton seconded the motion, all were in favor.

Coding Class- Michelle presented the Board with an opportunity for her to take a Coding Class which would start on October 22, 2018. Breck Newton made a motion to allow Michelle to take the class, Aaron Gabriel seconded the motion, and all were in favor.

Emergency Procedures- (The Red Folder) Michelle presented the Board with new Emergency Procedures plans. The Board read over the plans and Kevin Rounds made a motion to accept the plans and Kelly Foster seconded the motion, all were in favor.

Rule of Conduct for Library Patrons- Michelle presented the Board with a new Rules of Conduct for Library Patrons. Aaron Gabriele made a motion to accept the policy, Robin Branch-Staelens seconded the motion, and all were in favor.

Treasurer Meetings- Michelle brought it to the Boards attention that she would like to change the procedure for the Treasurer Meetings. Right now the meeting take place every week. Michelle would like to change it to:

If the Library takes in under \$20 a week in cash register monies, the treasurer will not reconcile the weekly reconciliation form nor prepare a deposit. Instead, the Library Manager will keep the monies in a separate envelope until the next week (that the library takes in over \$20). The treasurer will make separate deposits for each week as usual. Note- The treasurer will meet the third week whether or not the \$20 minimum each week has occurred.

Snow blower removal- The old snow blower can be put out for sale, the board decided on \$250.00 Robin Branch-Staelens made the motion to accept the price, Kelly Foster seconded the motion, and all were in favor. Breck will work on selling it with Aaron.

Manager's report was accepted by a motion made by Aaron Gabriel, seconded by Kevin Rounds, all in favor.

Executive Session- the Board went into Executive Session with a motion made by Kevin Rounds, seconded by Breck Newton to discuss

personnel issues at 7:12pm, no action was taken at this time. We ended at 7:19pm.

Old Business- None

New Business- None

Coordinator Reports- the Board signed up for the book sale to help set up and help during the sale.

Motion to pay bill was made Breck Newton and seconded by Aaron Gabriel, and all were favor.

Meeting adjourned at 7:46pm with a motion by Breck Newton and seconded by Kevin Rounds, and all were in favor

Robin Branch-Staelens
Secretary