

Morrisville Public Library Regular Meeting

March 21, 2019

Meeting called to order at 6:33pm

Roll Call- Kelly Foster, President; Bev Campbell, Trustee; Laurie Demaria, Interpreter; Kevin Rounds, Trustee; George Kelly, Trustee; Michelle Rounds, Library Manager; Robin Branch-Staelens, Secretary

Absent: Aaron Gabriel, Unexcused; Breck Newton Excused-illness

George Kelly was sworn in as a trustee. Mr. Kelly took an oath of office with notary Michelle Rounds. He is appointed until June 30, 2019. He had been previously appointed to the board on November 15, 2018 but the board wanted to wait for his oath to be taken when the President and Secretary were present.

Secretary's Report- Minutes from the January 17, 2019 meeting were approved by Kevin Rounds and seconded by Robin Branch-Staelens, all were in favor.

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

Correspondence-None

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

Budget/Account Transfers- \$173.00 out of Contingency (39000-42) to: 39000-47-Continuing Ed \$73.50 (Michelle's Class)
39000-47- Legal Fees \$100 (attorney to look over budget proposition)

A motion was made by George Kelly to accept the Budget/Account Transfers, Robin Branch-Staelens seconded the motion, and all were in favor.

Mid York Library System Bill- George Kelly made a motion to not approve voucher #65 The Mid York Library System bill. The board will not pay for items that were purchased in September 2018 in a new fiscal year. Kelly Foster seconded the motion and all were in favor.

Budget Vote- Shall the Morrisville Public Library be given an increase in funding for library purposes in the amount of Four Thousand Seven Hundred Fifty Three dollars (\$4,753) for the year 2020? This will bring the total annual budget for the

Library to \$135,753. This amount to be levied and collected annually by the Morrisville-Eaton Central School District, as are other general taxes, and to be paid to the Library. *The budget for the Library is independent of the School District's budget and the School District only serves to collect these taxes and forward them to the Library.*

The Board voted to accept this new wording in the Budget. George Kelly made the motion to accept the wording and Bev Campbell seconded the motion. All were in favor.

Annual Report approval- George Kelly made a motion to approve the Annual Report and Kevin Rounds seconded the motion, all were favor.

Appointment of Library Technician- George Kelly made a motion to appoint Benjamin McCoy to the position of Library Aide, the motion was seconded by Kevin Rounds, and all were in favor.

July's Board meeting- Michelle is asking the Board to change the date of the July meeting as she is unable to attend due to prior commitments, the meeting is scheduled for July 18, 2019 and would like to switch it to July 11, 2019. George Kelly made a motion to accept the change and Kelly Foster seconded the motion, all were in favor.

Tech Trainer- The Board made a motion to not fund a tech trainer next year (if asked by the other Madison County libraries) as we cannot financially fund this program, our community does not use the trainer when she is at our library. It is a great service to the communities that do take part in it. Kevin Rounds made a motion to not fund this program next year and George Kelly seconded it. All were in favor.

Fine collection policy- A new fine free policy was created and George Kelly made a motion to accept the new policy and Kelly Foster seconded the motion, all were in favor.

Fine Collection Policy

Patrons are responsible for the replacement cost of library materials that are declared lost/damaged. (See our Lost Book Policy).

As a courtesy, if patrons have signed up for our email notices program, they will be sent a reminder due date for circulating materials via email, three days before an item is due.

Fine rates: Books and books on tape/CD are on loan for 3 weeks (with automatic renewal for another 6 weeks). Videos and DVD's are on loan for 1 week (with no renewals). Music CD's are on loan for 1 week (with automatic renewal for another 2 weeks.)

Paying of lost/damaged library fines can be done 3 different ways. 1- Through the online catalog, patrons can log into their accounts and pay their fines by credit card. 2- In person at the library by cash or check (by mail-check only). 3- Talk to the Library Manager about offering services, items or volunteering of time to eradicate their fines.

Fine Collection:

If the patron owes fewer than twenty dollars (\$20) in fines, his/her account is completely useable.

If the patron owes over twenty dollars (\$20), he/she is not allowed to take any materials out of the library. They must pay the fine down until they owe \$19.99 to be able to use their account.

If a patron owes a lot of money or is unable to pay, they may request a meeting with the Library Manager to arrange a payment plan.

Fines owed to other libraries:

The Morrisville Public Library will collect fines from other libraries. These monies are property of the Morrisville Public Library. If the fines on a patron's account are for lost/damaged materials, the library staff MUST ask the patron to contact the library where the fines originated. Or they may use the web catalog's online payment method to pay by credit card. The collected monies through this method will be distributed automatically to the proper library.

Review of fines:

Before fines are charged and when items are 3 days overdue, the Library Staff will give a courtesy call to all who have items overdue. If the patron is signed up for email notices; a phone call will not be made. The library is not responsible for incorrect phone numbers.

The Library Manager will weekly compare fines recorded as received by the staff with the cash register tape totals, bank deposits and Workflows weekly report. The Library Manager will determine if the amounts recorded and deposited are reasonable and consistent.

Every month, the Library Manager will receive a report from the Mid York Library System detailing the items that have been charged to patron accounts because they have not been returned.

Every year the Library Manager will compile these monthly reports and any patron who owes more than \$50 will have their account "barred" in Workflows until they either return the material or pay the fine.

Tutoring Policy- Due to the increase of tutors at the library a Tutoring Policy was drafted. Below is the policy the Board passed.

Morrisville Public Library Tutoring Policy

The Morrisville Public Library welcomes tutors and students and recognizes the benefit to the students and parents of the community of permitting tutoring within the Library. The following procedures are intended to provide a balance between the use of the Library by tutors and their students and the use of the Library by

other members of the community. The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.

The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements for tutoring must be made between the tutor, student and parents. Tutors are responsible for establishing communication procedures for their students and the student's parents. Library phones may not be used to make or cancel appointments. Library staff will not relay messages to tutors or students.

Tutoring Guidelines & Procedures

- Tutors are asked to visit the circulation desk to sign in at the start of each tutoring session and at the beginning of subsequent sessions with additional students. This allows the library to keep accurate statistics on the use of the Library and to monitor the number of students being tutored at any given time. At this time, tutors can choose or be assigned a space for tutoring. Space will be allocated on a first-come first-serve basis. Space may be reserved in advance by calling the library at 315-684-9130 or emailing the Library Manager.
- Spaces available for tutoring include, as available:
 - Program room
 - Small meeting room (Museum Room)
 - Local History Room
- Tutoring sessions should be kept as quiet as possible so as not to disturb other library users. Headphones should be used when watching videos.
- Tutors are responsible for the behavior of their students. Smoking and vaping are not permitted on Library premises. Anyone found engaging in either behavior will be at risk of being banned from future library use.
- Library staff are happy to assist tutor teams in locating materials as they would any other patron. Students and tutors are encouraged to obtain library cards to facilitate using library materials.
- Tutors and students may use library materials (books, newspapers, computers, laptops) in accordance with library policies. Tutors and students must provide their own supplies, such as paper, pens, pencils, paper clips, etc.
- The Library is not responsible for storing materials for tutoring during or between sessions.

Morrisville Public Library Tutoring Policy

I have received a copy of the Morrisville Public Library Tutoring policy and agree to abide by the terms when tutoring on Library premises.

Name: _____

Date: _____

Tutors: Please sign, date and return to the circulation desk. A copy must be on file with the Library Manager before reserving space.

Kevin Rounds made a motion to accept the policy and Kelly Foster seconded the motion, all were in favor.

George Kelly made a motion to accept the Manager's report and Robin Branch-Staelens seconded and all were favor.

Coordinator Report- None

Fundraising- Book Sale on April 6, 2019

Old Business- None

New Business- George Kelly made a motion to allow the local Girl Scouts troop to sell cookies in front of the library, Kevin Rounds seconded the motion and all were in favor.

Executive Session-George Kelly made a motion to go into Executive Session at 7:41pm to discuss personnel issues, Kevin Rounds seconded the motion, all were in favor. No action was taken at this time. Executive session ended at 8:10pm.

Action on Bills Received- A motion was made to approve the bills by George Kelly and seconded by Bev Campbell. All in favor.

A motion to adjourn at 8:20pm was made by Kelly Foster, seconded by Kevin Rounds. All in favor.