

**Morrisville Public Library Regular Meeting**  
**May 23, 2019**

Meeting called to order at 6:37pm.

**Roll call**- Kelly Foster, President; Breck Newton, Vice-President; George Kelly, Trustee; Kevin Rounds, Trustee; Michelle Rounds, Library Manager

Absent: Beverly Campbell, Trustee (excused); Aaron Gabriel, Trustee (unexcused); Robin Branch-Staelens, Secretary (surgery-excused);

Breck Newton made a motion to make Michelle Rounds, acting secretary. Kevin Rounds seconded and all were in favor.

Due to missing the last two meetings without any notice, the board has decided to remove Aaron Gabriel off the board as per the by-laws. A motion was made by Kevin Rounds, seconded by George Kelly and all were in favor.

**Trustee Oaths of Office**- Swear in of re-elected trustees, Kelly Foster and George Kelly. Both were elected to a term beginning July 1, 2019 and ending June 30, 2024. They were sworn in by notary, Michelle Rounds. They signed their oaths and were re-welcomed to the board. Michelle will get in touch with Erin Dutcher (as she also won her seat) and have her do her oath. This will be mentioned in July's minutes.

**Secretary's report**- Minutes from the March 21, 2019 meeting were approved by Kevin Rounds, seconded by Breck Newton, 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

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

**Ken Chapman Painting**- Michelle presented the board a proposal from Ken to paint the library as a thank you for letting him use our program room each week. The board asked that he sign a waiver stating he would not hold the library accountable should something happen to him. Ken said yes. After he signs this with Michelle, he may begin painting the exterior of the historic part of the building. Breck Newton made a motion and Kelly Foster seconded and all were in favor.

**Summer Book Sale**- The date is Saturday July 20 from 10-4pm. Michelle will send out the sign-up sheet by email. Also the board has decided to raise the bag sale on Monday July 22 from \$1 a bag to \$2 a bag. A motion was made by Kevin Rounds and seconded by Breck Newton. All were in favor.

**Sexual Harassment Training**- All trustees, staff and volunteers must doing yearly training. If you have done it already this year at your job, Michelle needs a copy of your completion certificate so you do not have to do it with us on Saturday September 14 from 10-12pm. The library will be closed until 1pm that day.

The board updated the sexual harassment policy in the personnel handbook to reflect this. Kevin Rounds made the motion, seconded by Breck Newton and all were in favor. The handbook now has this included:

***As per New York State Law, the Morrisville Public Library will have a yearly mandatory sexual harassment training in the fall each year. All employees and library board of trustees who have not given the Library Manager a certificate of completion from their other employment or a dated and signed notice on letterhead from the other employer stating training for sexual harassment has been completed, MUST attend this fall training. The Library Manager will also ask the employee to complete a signed attestation form as well.***

***New hires will attend a training as soon as the Library Manger can facilitate this unless they have completed it from another job (as per requirements above.)***

**Fundraisers-** We made \$161 in the Easter Basket Raffle and \$301 on the spring book sale.

**Surplus of Star Trek VHS tapes-** George Kelly made a motion to surplus the 122 Star Trek VHS collection and Kevin Rounds seconded, all in favor. Kelly Foster will try and sell this on Facebook marketplace, NextDoor etc. on behalf of the library.

**Excess Crop Swap-** Michelle presented another service the library can provide. The board thought this was an excellent idea and told her to go ahead for this summer.

**Collection Development Policy-** Michelle presented the board with the professor approved (from her class) new collection development policy (ask the Library Manager or look on our website due to length.) George Kelly approved the policy as written, seconded by Breck Newton, all in favor.

**BISAC vs. DEWEY-** Michelle presented another idea she learned in her class this year. She would like to stop using the DEWEY system for nonfiction books and instead do BISAC. The board unanimously agreed and hopes she can start after summer reading. Breck Newton made a motion to change systems and George Kelly seconded, all were in favor.

**Voter Policy Update in the Personnel Handbook-** Due to the new NYS law on voting rights, we need to update our handbook. Kevin Rounds made a motion to approve the policy below, seconded by Kelly Foster, all in favor.

***A registered voter may, without loss of pay for up to three hours, take off so much working time as will enable him or her to vote at any election. The employee shall be allowed time off for voting only at the beginning or end of his or her working shift, as the employer may designate, unless otherwise mutually agreed. If the employee requires working time off to vote the employee shall notify his or her employer not less than two working days\* before the day of the election that he or she requires time off to vote in accordance with the provisions of this section.***

***The Library will post ten days before each election (school, town/county/village, primaries and general) on the staff bulletin board the notice above. It is the responsibility of the employees to check the staff bulletin board as needed.***

***\*Working days are the days the library is open.***

**Check Signers Change-** Now that Kaidi Church is no longer treasurer, the board has named Kelly Foster, President, Michelle Rounds, Library Manager and Donald Staelens, Treasurer as the new check signers. Breck Newton made this motion, seconded by George Kelly and all were in favor.

**Mysteries and Fiction-** Michelle also presented to the board that mysteries would be moving in with fiction as more and more authors are crossing genres. She is hoping to have this change done sooner than later.

**Register Procedures Update-** Now that we have been using the register for a few years and the recent issue with the drawer being off, Michelle researched what other places of business do. She presented this to the board. Breck Newton made a motion to correct/add lines in our procedure for the register and Kevin Rounds seconded, all were in favor. Michelle will update the procedures and notify the staff.

**No Smoking within 100 feet of libraries-** Due to the new NYS Law we will need signage to reflect this on every door of the library (even non-used doors.) Because there are questions and changes etc. still happening and the deadline isn't until June 19, the board asked Michelle to post signs in plastic sleeves on all doors but the program door. Then we are in compliance until things are worked out. Michelle is trying to get free signs as well.

But, we also have to reflect our policy manual and personnel handbook of this change. Breck Newton made the motion to update our no smoking policy below, seconded by Kevin Rounds and all were in favor.

***The Morrisville Public Library is committed to providing a smoke-free environment for both the public and staff. To reach this goal, the Library has updated its no-smoking policy to comply with the amended New York State Clean Indoor Air Act and the Public Health Law §1399-o.***

***Smoking shall be defined as the burning of a cigar, cigarette, pipe or any other matter or substance that contains tobacco or use of an electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system (ENDS) or any other battery-operated vaporizer which produces a mist rather than cigarette smoke.***

***Smoking, as defined above, is prohibited on the entire library property. This prohibition shall apply to all Library employees, trustees, volunteers, contractors and consultants. It also applies to all patrons and other visitors to the Library.***

***As per New York State Law,***

***Smoking shall not be permitted and no person shall smoke within one hundred feet of the entrances, exits or outdoor areas of any public or association library as defined in subdivision two of section two hundred fifty-three of the education law; provided, however, that the provisions of this subdivision shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property.***

***No Smoking signs stating that smoking cannot occur within 100 feet of the doors of the library shall be prominently displayed outside all doors to the building (fire exits included) and will be properly maintained. (100 feet from all doors of the library includes the public sidewalk in front of the library.)***

***The Library Manager will be the designated contact for complaints and will have the duty to inform individuals when they are in violation of the law. Staff members who see individuals violating this policy must inform the Library Manager as soon as possible.***

**Web Hosting-** Mid York is changing their web hosting service so now is the time we can finally get our own domain name instead of midyorklib.org/Morrisville. Morrisvillepubliclibrary.org is open and Michelle asked if we could allow Mid York to do all the legwork and get this switched over for \$12 a year. Mid York will bill us as well. Breck Newton made a motion to accept this and seconded by Kevin Rounds, all in favor.

**Amazon Smile-** The library received \$13.06 from Amazon Smile.

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

**Coordinator Reports-** none-

**Old Business-**

--none--

**New Business-**

--none—

**Executive Session-** Breck Newton made a motion to enter into executive session at 7:48 pm to discuss a particular employee. Kevin Rounds seconded and all were in favor. Breck Newton made a motion to come out of executive session at 8:07pm, seconded by George Kelly, all in favor. No action taken.

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

A motion to adjourn at 8:08pm was made by Breck Newton, seconded by George Kelly, all in favor.

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