

Morrisville Public Library
Regular Meeting
September 19, 2019

Meeting called to order at 6:34pm.

Roll Call – Kelly Foster, President; Breck Newton, Vice-President; Beverly Campbell, Trustee; Erin Dutcher, Trustee; George Kelly, Trustee; Kevin Rounds, Trustee; Michelle Rounds, Library Manager; Laurie Demario.

Absent: Robin Branch-Staelens, Secretary (surgery – excused)

Breck Newton made a motion to appoint Erin Dutcher as acting secretary. Kevin Rounds seconded and all were in favor.

Secretary's Report – The minutes from the July 11, 2019 meeting were approved by Breck Newton, seconded by Beverly Campbell, all were in favor.

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

Correspondences – None

Manager's Report – See complete report as attached for further details.

Sexual Harassment Liability – Michelle participated in an online webinar for administrative level sexual harassment issues and potential liability to the Library. Three areas of note included to change the restroom signs to be gender neutral, the use of sarcasm and jokes by library staff and volunteers, and also an elimination in swearing also by staff and volunteers. Michelle researched signs and found a gender neutral sign as well as an “employee only” sign; proposed to change one bathroom for employee use only. Cost of signs with s/h would be \$82.50. Michelle already instructed staff via e-mail to eliminate the use of jokes, sarcasm and swearing in the library facilities, including between staff/staff and staff/patrons. A motion to accept the purchase of signs was made by Erin Dutcher, seconded by Kelly Foster, all in favor.

Budget Transfer – An explanation of funds was made. A motion was made to accept the transfer \$534.02 out of Contingency (42) to \$14.02 (36) Movie License \$20.00 (48) Membership Dues and \$500 (23) Maintenance was made by Breck Newton, seconded by Kelly Foster, all in favor.

Fall Book Sale – Reviewed, confirmed participation and change in set-up date/time.

NYS Construction Grant – Reviewed submission process and current status as pending. Michelle will update the Board when information is available. Michelle anticipates to receive 50% of state funds to support the porch project.

Web Hosting – Confirmed new website information including a new look to the site. The website is now being backed up by the host organization (risk of loss due to natural disaster or hacking is minimal). Michelle will be attending a training at Mid-York on October 16th to gain more knowledge on website maintenance.

Damaged Book Policy – The Board reviewed the current Lost Book Policy and discussed the need for a Damaged Book/Item Policy. The Board approved to create a policy that upon the first damaged item, per year, the patron will be responsible to pay for the item. Upon the second and subsequent damages, the patron will be responsible for replacing the item and providing the reasonable fee for cost of replacement. The copy of the policy will be available online and

upon the receipt of the first damaged item. Michelle will draft up a copy of said policy for review and approval at the next Board meeting.

Bereavement Leave – The current and a proposed Bereavement Leave Policy was reviewed. Erin Dutcher requested an amendment to change the wording for the definition of “immediate family member” to include a child for whom the staff member is a legal custodian/guardian. A motion was made to accept the proposed Bereavement Leave Policy as amended by Kevin Rounds, seconded by Kelly Foster, all in favor.

Domestic Violence Leave – As per NYS Law, the Morrisville Public Library needs to adopt required policy on leave for victims of domestic violence. A proposed leave policy was reviewed and discussed. A motion was made to accept the proposed policy by Breck Newton, seconded by George Kelly, all in favor.

Voter Registration Day – The library will participate in the national Voter Registration Day on Tuesday, September 24th. This has been advertised in town.

Blood Drive – The blood drive scheduled for this fall has been cancelled for various reason. The Coordinator will connect with Michelle about possible dates when a need comes up in the area.

Budget Vote – Board needs to think about whether they want to go for a 2% increase again for 2021. Will need to decide at the next meeting as well as the amount to ask for.

2020 Library Closure Dates – Closure dates for 2020 calendar year were reviewed. Further discussed potential to close additional days or to reduce hours. This may be explored in the future and patron traffic data will be further reviewed. A motion was made by Beverly Campbell to accept the proposed closure dates, seconded by George Kelly, all in favor.

New Year’s Day (Wednesday 1/1/20)

Martin Luther King Jr. Day (Monday 1/20/20)

President’s Day (Monday 2/17/20)

Memorial Day (Monday 5/25/20)

Independence Day (Friday 7/3/20)

Labor Day (Monday 9/7/20)

Columbus Day (Monday 10/12/20)

Veteran’s Day (Wednesday 11/11/20)

Thanksgiving and 2 days after (Thursday-Saturday 11/26-11/28/20)

Christmas Eve closing at 4pm (Thursday 12/24/20)

Christmas Day (Friday 12/25/20) and then closed through Saturday 1/2/21 (New Year’s Day)

We will also be closed Saturdays from May 23, 2020- September 5, 2020.

Open House – The Open House scheduled for December 13th was discussed, Board Trustees volunteered for various duties to support the Open House. To be further discussed at the next Board Meeting.

The Manager’s Report was accepted by Breck Newton, seconded by Kelly Foster, all in favor.

Old Business –

Magnolia Scales – Erin Dutcher provided and reviewed research on treatment for the scales on the one Magnolia tree by the entrance. The Board agreed to attempt self-treatment above using a tree/landscape service. The Library will purchase treatment products for immediate application to both Magnolia tree’s as reactive and preventative treatment.

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 the meeting was made at 8:07pm by Breck Newton, seconded by Beverly Campbell, all in favor.

Submitted this date,

Erin Dutcher, Library Trustee/Acting Secretary