

## Morrisville Public Library Regular Meeting

November 21, 2019

Meeting called to order at 6:33pm

**Roll Call-** Breck Newton, Vice President; Robin Branch-Staelens; Secretary, Erin Dutcher, Trustee; Bev Campbell, Trustee; Michelle Rounds, Library Manager; Kevin Rounds, Trustee

**Absent:** Kelly Foster, excused for death in family, George Kelly, Excused (medical)

**Secretary's Report-** Minutes from the September meeting were approved by Robin Branch-Staelens and seconded by Bev Campbell, all were in favor.

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

**Correspondence-**None

**Coordinator Report-**

**Fundraising-** none

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

**Budget/Account Transfers-** Need to transfer \$430.00 out of (42) Contingency to (23) Building Maintenance \$300 and \$130.00 to (63) punch cards

A motion was made by Bev Campbell to accept the Budget/Account Transfers, Kevin Rounds seconded the motion, and all were in favor.

**Damaged Book Policy-**

*Damaged Book Policy*

*In case of damaged items, the Morrisville Public Library reserves the right to determine how the items will be treated. The options available may include the Morrisville Public Library repairing the item, the borrower paying for the item, and/or the patron purchasing a replacement copy, whichever the Library Manager deems the most appropriate given the circumstances and details on a case by case basis. If in a year from the first damaged item by a borrower another item is damaged, the borrower must do one of the options above (as per the Library Manager) and pay the cost of the book as a nonrefundable fee. If in a year from the first damaged item by a borrower a third item (or more) are damaged, the borrower is no*

*longer to check out any materials from the Morrisville Public Library until they come before the Library Board of Trustees at a general meeting.*

A motion was made by Kevin Rounds to accept the Damaged Book Policy update and was seconded by Robin Branch-Staelens, and all were in favor.

### **2020 Budget vote**

“Whereas, the adoption of the 2021 budget for the Morrisville Public Library may require a tax levy increase that exceeds the tax cap imposed by the state law as outlines in the General Municipal Law Section 3-c adopted in 2011; and

“Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of the qualified board members; now therefore be it

“Resolved, that the Board of Trustees of the Morrisville Public Library voted and approved to exceed the tax levy limit for 2021 by at least sixty percent of the board of trustees as required by state law on Thursday November 21, 2019.”

Motion made by Robin Branch-Staelens, seconded by Kevin Rounds roll call as follows: Roll call as follows, Breck Newton, aye, Erin Dutcher, aye, Bev Campbell, aye, Robin Branch-Staelens aye, Kevin Rounds, aye

**December Bill Paying-** Due to the fact that we are closed from 4pm December 24<sup>th</sup> until January 2<sup>nd</sup> 2019 we need to change the date we need to sign off on the December bills. We need to have bills ready by 4 pm on Thursday, December 12<sup>th</sup> and trustees have until Tuesday, December 17<sup>th</sup> at 8pm to sign off on them. A motion was made by Erin Dutcher to accept this change and was seconded by Robin Branch-Staelens, and all were in favor.

**Library Computers-** Erin Dutcher made a motion to have the computers shut down 30 minutes before closing in effort to make sure all patrons are out of the Library at closing time. The motion was seconded by Robin Branch-Staelens and all were in favor.

**End of Year Transfers-** Robin Branch-Staelens made a motion for Michelle to transfer the funds needed to pay payroll and bills for December if needed. Erin Dutcher seconded the motion and all were in favor.

**Update to Policy Manual and Personnel Handbook-** Robin Branch-Staelens made a motion to move the following item that were in the public policy manual to the personnel handbook. Kevin Rounds Seconded the motion and all were in favor.

Travel Policy

Governing Access to Personnel Files

Tardiness and Promotions

**New Business-**

**2020 Budget-**

Robin Branch-Staelens made a motion to accept the 2020 budget, Kevin Rounds seconded the motion. Role call: Robin Branch Staelens, aye, Kevin Rounds aye, Breck Newton, aye, Beverly Campbell aye and Erin Dutcher aye.

**Approve the Bills-** Erin Dutcher made a motion to approve the bills except voucher #221 to the Oneida Daily Dispatch. Due to the increasing costs, we will be cancelling this newspaper. Kevin Rounds seconded and all were in favor.

Bev Campbell made a motion to end the meeting at 7:44pm and Kevin Rounds seconded the motion, and all were in favor.