

## **Morrisville Public Library Regular Meeting**

**January 16, 2020**

The meeting was called to order at 6:31pm. Robin Branch-Staelens acted as President in the absence of both Kelly Foster and Breck Newton.

**Roll Call** – Robin Branch-Staelens, Secretary; Beverly Campbell, Trustee; Erin Dutcher, Trustee; George Kelly, Trustee; Kevin Rounds, Trustee; and Michelle Rounds, Library Manager. Quorum was present for voting.

**Absent** – Kelly Foster, President (excused, medical); and Breck Newton, Vice President.

**Appointment of Officers** – Review of officer positions. Prior to the meeting Kelly Foster requested to step down as President. Motions were made as follows:

**President** – Kevin Rounds made a motion and George Kelly seconded for Robin Branch-Staelens to become President. All in favor, roll call; Beverly Campbell, aye; Erin Dutcher, aye; George Kelly, aye; and Kevin Rounds, aye. Motion passed.

**Vice President** – Kevin Rounds made a motion and Robin Branch-Staelens seconded for George Kelly to become Vice-President. All in favor, roll call; Robin Branch-Staelens, aye; Beverly Campbell, aye; Erin Dutcher, aye; and Kevin Rounds, aye. Motion passed.

**Secretary** – Robin Branch-Staelens made a motion and George Kelly seconded for Erin Dutcher to become Secretary. All in favor, roll call; Robin Branch-Staelens, aye; Beverly Campbell, aye; George Kelly, aye; and Kevin Rounds, aye. Motion passed.

Mid-York originally instructed Michelle to have all officers complete a new Oath of Office to be filed with New York State. It was later communicated that this was not necessary. Oaths of Office were completed regardless to be maintained on file if necessary after the fact. Michelle will keep on file in the library for reference.

**Secretary's Report** – Minutes from the November 21, 2019 were reviewed. George Kelly motioned to accept the meeting minutes, Kevin Rounds seconded, all were in favor. Motion passed.

**Treasurer's Report** – Treasurer's Report was reviewed and George Kelly made a motion to accept the report, Beverly Campbell seconded, all were in favor. Motion passed.

**Correspondences** – None.

**Public Comment** – N/A, no public participants present.

**Manager's Report** – Motion made by Beverly Campbell to accept the Manager's Report, motion seconded by George Kelly. All in were favor. Motion passed.

**Book Sales** – Board Trustee's reviewed the upcoming book sales, signed up for shifts. Jennifer Forward will also connect with college student volunteers to support the sales.

**2020 Budget Vote** – Michelle has been in contact with the school district about the upcoming budget vote. The district has requested that the Library/Board of Trustees present at the next Board of Education Meeting (1/21) to give explanation of the budget request. There are changes to the New York State process for libraries that fall under a school district for budget voting. Changes in planning process being prepared for in regards to future years. Michelle Rounds and Robin Branch-Staelens, President, plan to attend the 1/21 Board of Education Meeting to fulfil requirements.

**Easter Basket Raffle** – The Board reviewed the cost and profit difference for the Easter Basket Raffle. Due to the limited financial profit the Board unanimously voted to discontinue the Easter Basket Raffle for this current year. This will be revisited through the Fundraising Committee (see below).

**Christmas in July** – The proposed fundraiser of Christmas in July was reviewed. A motion was made by Kevin Rounds to continue with this fundraiser this year, seconded by George Kelly, all in favor. Motion passed.

**Reusable Bags** – Due to a plastic bag ban set to become effective soon it was discussed how to support patrons while also raising funds. Mid York will be providing bags to all Mid York libraries to sell. Kevin Rounds made a motion to sell the bags at \$5/each as a fundraiser, George Kelly seconded, all in favor. Motion passed.

**Summer Reading Expenses** – The Summer Reading Program was reviewed including expenses. Michelle is not following the New York State theme this year and has identified items for purchase for the new theme. Review of purchase request and costs was completed. Beverly Campbell made a motion to approve the use of funds to purchase the items identified, Erin Dutcher seconded, all in favor. Motion passed.

**Cell Phone Policy** – A cell phone policy drafted by Michelle was reviewed. A motion was made by Erin Dutcher to accept the drafted policy with exception to adding language for it to be for staff, volunteers and Trustee's, and to add the term 'sexual content' to the non-permissible actions. Beverly Campbell seconded the motion, all in favor. Motion passed.

## **Committee Reports** –

**Creation of a Fundraising Committee** – It was discussed to create a Fundraising Committee to support continued growth of auxiliary funds for the library’s needs. Members were identified as Robin Branch-Staelens, Beverly Campbell, Erin Dutcher and Michelle Rounds. A motion was made by George Kelly to create a Fundraising Committee, seconded by Beverly Campbell, all in favor. Motion passed.

## **Old Business** –

**2021 Funding Request** – The proposition of budget increases were reviewed and discussed. The increase was \$1,600 over the request for last year. Erin Dutcher motioned to accept the request of \$6845 increase to the library budget for the 2021 budget year, seconded by George Kelly, all in favor. Motion passed.

## **New Business** –

Action on Bills Received – Motion made by Kevin to accept the action on the bills received, seconded by George. All in favor. Motion passed.

Erin Dutcher made a motion to end the meeting at 7:45pm and George Kelly seconded the motion, all were in favor, meeting dismissed.

Respectfully Submitted,

Erin Dutcher

Trustee, Secretary