

Morrisville Public Library Regular Meeting
May 21st, 2020

The meeting was called to order at 6:41pm. George Kelly acted as President in the absence of Robin Branch-Staelens until her arrival at 6:47pm. The meeting was held via google video conference due to the Covid-19 pandemic and social distancing requirements/restrictions at the time of the meeting. The meeting was also video recorded and the transcript is available. Chat feature was available but not utilized.

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

Absent – Kelly Foster, Trustee; and Breck Newton, Trustee.

Community Participant – Laurie D. (interpreter for Beverly Campbell).

Secretary's Report – Minutes from the March 16, 2020 were reviewed. An error in the spelling of Trustee Breck Newton's name will be corrected. Meeting minutes were also reviewed for the Special Meeting on May 4, 2020. Kevin Rounds motioned to accept the meeting minutes with correction above for the March 16 meeting and the May 4 meeting, Erin Dutcher seconded, all were in favor. Motion passed.

Treasurer's Report – Treasurer's Report was reviewed and Erin Dutcher requested clarification on spending percentages and bill allocations due to various fluctuations with budget fund availability. The fluctuations were discussed and Michelle provided clarification for how some bills are one time per year versus others on a monthly/quarterly basis. Documents from the CPA were also reviewed and questions answered. Kevin Rounds made a motion to accept the report, George Kelly seconded, all were in favor. Motion passed.

Committee Report – The Fundraising Committee Report from March 4, 2020 was reviewed. All actions on fundraising will be further evaluated for feasibility due to Covid-19.

Correspondences – Michelle reports she has the documents for the 501.3© status. Michelle has also received a bid for lawn mowing services for the library from a local provider at \$20/per completed job. Although this is a low bid it is not financially feasible for the library at this time and the bid will not be accepted. A local community member has offered to do the work for free and this will be explored.

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

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

Budget Transfers – The Board Trustee's reviewed the proposed budget transfers needed due to a Mid York bill. Kevin Rounds made a motion to transfer funds as described in the Manager's Report, Robin seconded the motion, all were in favor. Motion passed.

Fundraising – Library fundraising was discussed as the proposed and planned fundraisers were in-person events that cannot be held at this time due to local and state regulations regarding the Covid-19 pandemic response. One planned fundraiser moving forward is to sell mystery bags based on age or

theme; 10 paperbacks for \$10, 8 hardcover for \$10, and 10 kids for \$8. Michelle will look through the book sale books and theme them based on genre, age, author or other related grouping. Michelle will also look into online fundraising through facebook and/or raffles (to be determined if allowable due to NYS regulation on fundraising).

Sick Leave for Part Time Employees – The proposed sick leave policy was reviewed and discussed. Wording for using sick leave will be changed to reflect that staff need to notify the Library Manager no later than two (2) hours before the “scheduled shift” (draft language stated as “normal shift”). This will account for staff that may have been called in for another staff member or had shift changes for other reasons. Kevin Rounds made a motion to accept the Sick Leave for Part Time Employees with above language change, Beverly Campbell seconded, all in favor. Motion passed.

Mid York’s Plan to Reopen – Mid York’s reopening plans and guidance were discussed. Michelle shared that libraries are now able to start curbside pick up effective June 2nd. Michelle and Jennifer will staff this and procedures were discussed for disinfection and other safety precautions. One senior staff member will also be called back as phases for reopening proceed. Open meetings (i.e., Board Meetings) are banned via state regulation due to Covid-19 until at least June 6th.

Swinging Door by the Circulation Desk – Michelle confirmed that Don Staelens has offered to assist with setting up a swinging door as a barrier. She also confirmed items received as part of the safety preparedness for Covid-19 requirements upon reopening.

Michelle’s Reimbursements – Michelle provided a breakdown in expenses for purchases she made related to the library and reopening due to Covid-19 safety. Actual receipts are filed with the bills for audit purposes/review.

Check to Deposit – Michelle has a check to deposit to the bank, received from the Post Standard as a partial refund due to Covid-19. A motion was made by Erin Dutcher to allow Michelle to deposit the funds without the Treasurer, George Kelly seconded the motion, all were in favor. Motion passed.

Old Business – N/A, no old business shared.

New Business – The library’s Infection Disease Preparedness and Recovery Plan was reviewed and discussed. Michelle drafted this based on NYS guidance, Mid York recommendations and general health/safety as related to current information on protections for Covid-19. This document was created to encompass all individuals within the library staff, including but not limited to staff, volunteers, patrons and trustees. George Kelly made a motion to accept the Infection Disease Preparedness and Recover Plan, Kevin Rounds seconded, all were in favor. Motion passed.

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

Michelle further shared that the hot water heater was recently fixed and the bill will be in with June bills for review.

This was the last meeting for Trustee Kevin Rounds. All shared appreciation for his service and support to the library and its missions through his participation and duty as a Board Member. We look forward to seeing him at future events and wish him the best in his new adventures!

Kevin Rounds made a motion to end the meeting at 7:28pm, meeting dismissed.

Respectfully Submitted,

Erin Dutcher

Trustee, Secretary