

Morrisville Public Library Regular Meeting

September 17th, 2020

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

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

Community Participant – Laurie DeMaria (interpreter for Beverly Campbell), Kevin Rounds and Marjorie Morency.

Secretary's Report – Minutes from the July 16th, 2020 meeting were reviewed. Robin Branch-Staelens motioned to accept the meeting minutes, George Kelly seconded, all were in favor. Motion passed.

Treasurer's Report – Treasurer's Report was reviewed. Beverly Campbell made a motion to accept the report, Michelle St. Hilaire seconded, all were in favor. Motion passed.

Correspondences – No correspondences were presented.

Manager's Report – A 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 of Trustee's reviewed the proposed budget transfers needed due approved bills in July and August. (\$156.44 (#42) from contingency into misc. (#62)-\$50, D&O Insurance (#05) \$6.44, Custodial Supplies (#24)-\$100) Erin Dutcher made a motion to transfer funds as described in the Manager's Report, Robin Branch-Staelens seconded the motion, all were in favor. Motion passed.

Sick Leave for Part Time Employees – An update to the sick leave policy made at the July 2020 meeting was reviewed and discussed. Noted changes to Sick Leave will be to include Part Time employees and restrictions to sick benefits due to personal travel. (See attached.)

Robin Branch-Staelens made a motion to accept the updates to the Sick Leave Policy for Part Time Employees, George Kelly seconded, all in favor. Motion passed.

Library Closure – Due to known staffing issues, the library will be closed for the period of December 17 to December 21, reopening on December 22, 2020. Michelle St. Hilaire made a motion to accept the library closure dates, Robin Branch-Staelens seconded, all in favor. Motion passed.

New York State Construction Grant – The NYS Construction Grant for the front porch restoration was discussed. The grant was approved and originally was to start in August 2020. Due to the Covid-19 pandemic and grant information delays the work did not begin as planned. The Board concluded to wait until spring to ensure that funds through the NYS Construction Grant are available and received before work will commence.

Telehealth – There has been encouragement to have libraries support Telehealth appointments in the library for patrons (for reasons of illness and mental health). Due to the Covid-19 pandemic, state imposed restrictions and space use regulation, staffing limitations, as well as general health, safety and HIPAA of patrons, the Board declined to pursue this opportunity at this time. Understanding the importance of this collaboration for patrons, the Board would like to revisit this at a later date.

2021 Holidays – Holidays and related library closures were reviewed by the Board. A motion made by Erin Dutcher to accept the Manager’s Report, motion seconded by Robin Branch-Staelens. All in were in favor. Motion passed.

New Year’s Day (Friday 1/1/21)

Martin Luther King Jr. Day (Monday 1/18, 21)

President’s Day (Monday 2/15/21)

Memorial Day (Monday 5/31/21)

Independence Day (Monday 7/5/21) *observed

Labor Day (Monday 9/6/21)

Columbus Day (Monday 10/11/21)

Veteran’s Day (Thursday 11/11/21)

Thanksgiving and 1 day after (Thursday & Friday 11/25-11/26/21)

Christmas Eve through New Year’s Day (Friday 12/24/21- Saturday 1/1/22)

Committee Report – No Committee Reports were available for review.

The Board did discuss opportunities to expand fundraising. Board members will research legal fundraising for online raffles in anticipation of raffling items during the normal holiday fundraising period. It was also discussed to partner with Caz Cans for periodic can and bottle drives.

Old Business –

Sick Leave Policy Change – Due to government regulation on sick leave policies, as a direct result of the Covid-19 pandemic, changes were made to the Sick Leave Policy as described and approved in the Manager’s Report above.

Removal of Trustees – Due to consecutive missed meetings and lack of notice to the Board, Board Trustees Kelly Foster and Breck Newton were discussed to be removed from the Board, their positions and related offices.

Erin Dutcher motioned to accept the removal of Kelly Foster from the Board of Trustees, Michelle St. Hilaire seconded, all were in favor. Motion passed.

Michelle St. Hilaire motioned to accept the removal of Breck Newton from the Board of Trustees, Robin Branch-Staelens seconded, all were in favor. Motion passed.

Robin will send both Trustees a letter to thank them for their service and to also inform of their change in position from the Board.

New Business –

New Prospective Board Member – Marjorie Morency attended the Board Meeting to learn about Board duties and to express interest in becoming a member of the Board. Board Members shared information and answered questions about duties, activities, events and related responsibilities of the Board. Beverly Campbell motioned to accept the appointment of Marjorie Morency to fill the vacant seat of Kelly Foster until the annual elections held in May 2021. George Kelly seconded the motion, all were in favor. Motion passed for Marjorie to hold the seat until annual election. Marjorie will take the oath of office with notary Michelle Rounds.

Trustee Training – When deemed safe to do so, the Board of Trustees will participate in board training as provided by Mid-York.

Snow Removal – Snow removal from library property was discussed for the upcoming winter season. Michelle Rounds has placed ads for the position and has had one application. The Village of Morrisville is unable to do removal as the library is not located on village property and thus is an insurance liability. The position is included in the annual budget and must be performed by someone age 18 or over given use of the snowblower.

Action on Bills Received – Motion made by Robin Branch-Staelens to accept the action on the bills received, seconded by George Kelly. All in favor. Motion passed.

Beverly Campbell made a motion to end the meeting at 7:36pm, seconded by Michelle St. Hilaire, meeting dismissed.

Respectfully Submitted,

Erin Dutcher

Trustee, Secretary

SICK LEAVE POLICY UPDATE

Part Time/Per Diem/Seasonal Employees

Current part time, per diem and seasonal employees of the Morrisville Public Library will be granted sick leave effective September 30, 2020. These employees will begin to accrue 1 hour of sick leave for every 30 hours worked up to 40 hours per calendar year. Accrual begins on September 30, 2020 and they can begin to take this time starting January 2021.

Part time, per diem and seasonal employees will start accruing sick leave after being employed for three months at the Morrisville Public Library. Sick Leave may be accumulated to a maximum of 40 hours a year. For these employees, sick leave is used as hours not as a whole day. At the time of separation or termination from the Morrisville Public Library, there will be no reimbursement for unused sick time.

All Employees

If a pandemic or other disaster occurs and state or federal guidelines mandate that additional sick leave must be given, over and above our sick leave policy, it shall be granted to all employees.

During a pandemic if, an employee travels out of NY State voluntarily to one of the restricted travel states (as per NYS), they will not receive the two weeks paid sick leave to quarantine themselves or to take care of an individual subject to quarantine. Instead, it will be unpaid leave.

Covered reasons for taking sick leave include: (1)-the need for diagnosis, care, or treatment of a mental or physical illness or preventative care of the employee or the employee's family member; (2)-mental or physical illness, injury or health condition of an employee or an employee's family member, and (3)-certain needs related to the employee or the employee's family member being the victim of domestic violence, sexual offenses, stalking, or human trafficking, including obtaining services from a domestic violence shelter, rape crisis center, or other services program; participating in safety planning; temporarily or permanently relocating; meeting with an attorney or participating in legal proceedings; enrolling children in a new school; or taking other actions to increase the safety of the employee or employee's family members.

For purposes of this leave, a "family member" includes an employee's child (including foster child, legal ward, or equivalent legal relationship), spouse, domestic partner, parent (including a step- or foster parent, legal guardian, or equivalent legal relationship), sibling, grandchild, grandparent, and the child or parent of an employee's spouse or domestic partner.

In the event of illness which precludes attendance at work, you must call the Library Manager no later than two (2) hours before the scheduled shift. Similarly, if you must leave work because of illness, you must notify the Library Manager so arrangements may be made to cover your shift.

Employees must complete a Sick Leave Certification Form stating they are indeed taking sick leave for one of the three (3) reasons stated above. If the employee falsifies this certification form, it can be cause for discipline and possibly termination.

The Morrisville Public Library requires a healthcare provider's notice from an employee who has missed work for 3 consecutive shifts. Varying from this is at the discretion of the Library Manager. After 24 consecutive days of unpaid leave due to illness etc., the Library must hire another employee for that position.