

Morrisville Public Library Regular Meeting

March 18th, 2021

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

Absent – N/A

Community Participant – Laurie DeMaria (interpreter) and Kevin Rounds.

The meeting was called to order at 6:30pm by Robin Branch-Staelens, President.

Secretary's Report – Minutes from the January 21st, 2021 meeting were reviewed. Michelle St. Hilaire motioned to accept the minutes as presented, George Kelly seconded, all in favor. Motion passed.

Treasurer's Report – The Treasurer's Report was reviewed. Michelle St. Hilaire motioned to accept the report, Marjorie Morency seconded, all in favor. Motion passed.

Correspondences – No correspondences were presented.

Public Comment – No public comment.

Manager's Report – A motion was made by Marjorie Morency to accept the Manager's Report, motion seconded by Rebecca Meyer, all in favor. Motion passed.

Cell Phone Policy – An updated Cell Phone Policy for all staff was reviewed. Edits will be made to the updates as presented, to include language explaining the reasoning for the policy. A motion was made on the updated policy with edits, made by Rebecca Meyer, seconded by Marjorie Morency, all in favor. Motion passed.

2021 Budget Vote – All documents were submitted to the MECS Board of Education to be on the ballot for May regarding a budget and increase request. Letter to the school was included in the Board packet. Michelle Rounds will inquire about an absentee ballot process this year.

Library Closing – In anticipation of staff vaccine reaction, the library will be closed on April 7th at 3:30. The library will reopen the following day as usual.

Committee Report – Fundraising –

- Krispy Kreme Fundraiser – Robin Branch-Staelens and Michelle Rounds provided updates on a Krispy Kreme fundraiser, process and anticipated dates/sales. Considering selling for a delivery date of May 7th, just prior to Mother's Day. Rebecca Meyer volunteered to pick up the order in

Pennsylvania the morning of the sale, however if enough is sold there is an option for direct delivery. More details to be explored.

- Book Sale Room – Michelle Rounds, Robin Branch-Satelens, Marjorie Morency and Erin Dutcher will work together to make updates to the room over time. Robin has made a donation request to Cooley’s Home Center for lumber/materials. Michelle Rounds will start to update procedures for the book sale room, donations and discard processes. It is anticipated that the room will open for public use in the Spring of 2022.
- Silent Auction – Robin Branch-Staelens, Michelle Rounds, Rebecca Meyer and Erin Dutcher will work on planning the Silent Auction. Robin is looking for bigger items including a Lego Land donation for the location in NY. Also trying to look into “bigger” items to entice participation in the Summer Reading Program.

Old Business – No old business was discussed. Michelle Rounds did share that she is working on identifying ways to reengage the Children’s Center and School Age Program due to the negative impact of Covid-19 and related restrictions due to safety.

New Business –

- Pandemic Plan Policy – New York State is now requiring all public entities to have a Pandemic Plan Policy. The policy was presented to the Board in their Board Packet for review. This is to be available on site and is due to be available on April 8, 2021. A motion was made by George Kelly to approve the presented Pandemic Plan Policy, seconded by Rebecca Meyer, all in favor. Motion passed.
- Access to Personnel Files Policy – An update was made to the Personnel Files Policy in the staff handbook. This was presented at the meeting and available in the Board Packet. A motion was made by Michelle St. Hilaire to approve the Access to Personnel Files Policy as presented, seconded by Marjorie Morency, all in favor. Motion passed.

Action on Bills Received – A motion was made by Rebecca Meyer to accept the action on the bills received, George Kelly seconded, all in favor. Motion passed.

Michelle St. Hilaire made a motion to end the meeting at 7:25pm, seconded by George Kelly, all in favor, meeting dismissed. Next meeting to be held on May 20th, 2021 at 6:30pm.

Respectfully Submitted,
Erin Dutcher,
Trustee, Secretary