

## Morrisville Public Library Regular Meeting

July 15, 2021

**Roll Call** – Robin Branch-Staelens, President; George Kelly, Vice President; Rebecca Meyer, Trustee; Marjorie Morency, Trustee; Joanna Kaul, Trustee; Michelle Rounds, Library Manager. Quorum was present for voting.

**Absent** – Beverly Campbell, Trustee-excused for illness; Erin Dutcher, Secretary-excused for work

**Community Participant** – none

The meeting was called to order at 6:32pm by Robin Branch-Staelens, President. A motion was made by Rebecca Meyer to appoint Library Manager, Michelle Rounds as acting secretary in the secretary's absence. Joanna Kaul seconded and all were in favor. Motion passed.

**Secretary's Report** – Minutes from the May 20, 2021 meeting were reviewed. Rebecca Meyer motioned to accept the minutes as presented, Marjorie Morency seconded, all in favor. Motion passed.

**Treasurer's Report** – The Treasurer's Report was reviewed. Some questions were asked and answered by Michelle Rounds. George Kelly motioned to accept the report, Joanna Kaul seconded, all in favor. Motion passed.

**Correspondences** – none

**Public Comment** – No public comment.

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

**Budget Transfers** – \$796.50 out of contingency (#42): \$660.50 to #38 Fundraising startup, \$1 to #06 Worker's Compensation, \$135 to #45 Continuing Education. \$7260 from #01 Payroll to #23 Maintenance (\$5000 for the repairs approved at the May meeting and the repairs from porch renovation.)

**Book Sales** – \$147 was made in the July sale. Fall Book Sale is scheduled for Saturday September 25 from 10am-4pm. Board members need to sign up for a time to help.

**Annual Appeal Letter** – Went out to patrons on July 1, 2021. As of the meeting, \$125 was collected.

**CLRC COVID Recovery Grant**- Michelle applied for \$3585 and the library received \$3500. This must be used for PPE (\$200), Summer Reading (\$1000) and bringing back an employee (\$2300).

**Staffing and Library Hours** – Ben resigned in June. Tanya was brought back for 2 nights a week while we are currently accepting applicants for the evening position (then she will move to days). Jennifer's last day is August 6. Michelle would like to extend hours starting after Labor Day (September 7) to winter and summer hours. Winter hours would be: M/W/F 12pm-7pm, Tu/Th 10am-7pm and Sa 10am-1pm. Summer hours (Memorial Day weekend through Labor Day weekend) closed on Saturdays. Joanna Kaul

made a motion to approve these new hours effective September 7, 2021, George Kelly seconded, all in favor. Motion passed.

**Cyber Security** – Michelle presented cyber loss quotes. After a discussion, Rebecca Meyer made a motion to purchase a \$500,000 plan at the cost of \$975 for the year. The board will revisit the amount every year based on budgetary needs. Joanna Kaul seconded, all in favor. Motion passed.

**Juneteenth** – June 19 is now a federal holiday. The library closes for all federal holidays. Marjorie Morency motioned to approve adding this day to our library closure list, Rebecca Meyer seconded, all in favor. Motion passed.

**Airborne Infectious Disease Exposure Prevention Plan (AIDEPP)** – As per the NYS Heroes Act, employers must adopt and maintain an AIDEPP plan. The board reviewed the plan presented and Joanna Maul motioned to accept the plan, Marjorie Morency seconded, all in favor. Motion passed.

### **Committee Report – Fundraising –**

- Book Sale Room – nothing new to report
- Silent Auction – No updates. To start November 15 through December 10. Rebecca Meyer and Joanna Kaul will seek donations. Marjorie Morency and Erin Dutcher will assist with set up and tallying results. Michelle Rounds is the chairperson. Michelle Rounds will send Joanna Kaul a donation letter so she can start soliciting donations from local businesses. Robin Branch-Staelens mentioned we should apply for passed to LegoLand in NY. Michelle Rounds said she would do this.

**Old Business** – No old business was discussed.

### **New Business** –

- Assembly Budget Aid- Michelle Rounds sent a letter to Assemblyman Salka requesting \$11,695 to upgrade the camera system and fire alarm panel. The assembly granted the library \$25,000 to be received in September/October 2021.

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

**Trustee Training** – Trustee Training was planned for this evening but, due to the absence of two trustees, it was determined to postpone the training to September.

Marjorie Morency made a motion to end the meeting at 7:19pm, seconded by Rebecca Meyer, all in favor, meeting dismissed. Next meeting to be held on September 16, 2021 at 6:30pm.

Respectfully Submitted,  
Michelle Rounds  
Library Manager, Acting Secretary