

Morrisville Public Library Regular Meeting

November 18th, 2021

Roll Call – Robin Branch-Staelens, President; Erin Dutcher, Secretary; Beverly Campbell, Trustee; Joanna Kaul, Trustee; Marjorie Morency, Trustee; Michelle Rounds, Library Manager. Quorum was present for voting.

Absent – Rebecca Meyer, Trustee due to illness.

Community Participant – Dolores Nourse

The meeting was called to order at 6:40pm by Robin Branch-Staelens, President.

Secretary's Report – Minutes from the September 16th, 2021 meeting were reviewed. Joanna Kaul motioned to accept the minutes as presented, Marjorie Morency seconded, all in favor. Motion passed.

Treasurer's Report – The Treasurer's Report was reviewed. Joanna Kaul motioned to accept the report, Robin Branch-Staelens seconded, all in favor. Motion passed.

Correspondences – No correspondences to report.

Public Comment – No public comment.

Manager's Report – A motion was made by Joanna Kaul to accept the Manager's Report, motion seconded by Robin Branch-Staelens, all in favor. Motion passed.

Budget Transfers – A motion was made by Erin Dutcher to move \$328.19 from Contingency to DVD's (\$3.19) and Continuing Ed (\$325). Beverly Campbell seconded the motion, all in favor. Motion passed.

Long Range Plan – Formally the 5 Year Plan. A survey for patrons, tax payers and general community was created and reviewed. Marjorie Morency made a motion to accept the survey as designed and presented, Joanna Kaul seconded, all in favor. Motion passed. The survey will be made available in early 2022.

Tax Cap 2023 – The proposed budget and potential for exceeding the tax cap for 2023 was discussed. The Board of Trustees voted and approved to exceed the tax levy limit for 2023 by at least sixty percent of the Board of Trustees as required by state law on Thursday, November 18, 2021. Erin Dutcher made a motion to approve exceeding the tax cap for 2023, Joanna Kaul seconded, all in favor. Motion passed.

“Whereas, the adoption of this 2023 budget for the Morrisville Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

“Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

“Resolved, that the Board of Trustees of the Morrisville Public Library voted and approved to exceed the tax levy limit for 2023 by at least sixty percent of the board of trustees as required by state law on Thursday November 18, 2021.”

Excess Funds – In review of the current budget there are some excess funds in the general account. Utilizing the excess funds, Marjorie Morency motioned to increase the Equipment Reserve to total \$10,000 and move the remainder into General Savings. Joanna Kaul seconded the motion, all in favor. Motion passed.

Jury Duty Policy – The Jury Duty policy was reviewed and discussed. A new policy was presented to the board prior to the meeting. Erin Dutcher motioned to accept the updated language for Jury Duty, Joanna Kaul seconded, all in favor. Motion passed.

Covid Testing Staff Policy – A prior approval was received by Board Trustees via e-mail to update the staff covid testing. Joanna Kaul motioned to approve the policy as presented and approved via e-mail, Marjorie Morency seconded, all in favor. Motion passed.

Covid Staff Policy – It was proposed to reduce some covid related restrictions for staff given vaccination status and safety. If staff is vaccinated they could unmask at times when the library is empty and while completing specific tasks. Marjorie Morency motioned to approve the changes as proposed, Erin Dutcher seconded, all in favor. Motion passed.

Summer Reading Program 2022 – The Board was presented with materials needed for the SRP 2022. Items need to be purchased now in preparation of the summer program. Erin Dutcher motioned to approve the supplies list and purchase, Joanna Kaul seconded, all in favor. Motion passed.

Historical Map – A historical map of the Village of Morrisville and surrounding area was gifted to the library at the time of a past patron’s death. The map was viewed by the Board and discussed for it’s historical significance to the area. More research on preservation costs and if there are any other equitable map(s) available to the community. Decision on how to proceed with the library’s map is tabled to a future meeting.

Children’s Policy – The current policy for minor children was reviewed in response to unsupervised children in the library recently. Michelle Rounds surveyed other libraries for their children’s policies and provided findings for the Board. This policy will be revisited at a future meeting to allow for more research and discussion.

Committee Report – Fundraising –

- Book Sale Room – Continues to be in progress. Robin Branch-Staelens has made contacts with SUNY Morrisville to design and build the bookshelves as needed for the space. Students are currently working on another project, anticipated that they will contact Robin when current project is complete (spring). The next book sale will be postponed until the book sale room is operational.
- Silent Auction – Joanna Kaul has solicited donations along with other Trustees. The items are set up throughout the Program Room.

Old Business –

- The nomination of a Vice President is necessary to support the board responsibilities and to act as a secondary check signer.

Beverly Campbell exited the meeting at 7:52pm due to a conflict in her schedule.

New Business –

- **Open Meetings Law** – NYS is changing Open Meetings Law effective January 2022. All meeting documents need to be posted online at least 24 hours prior to the meeting, and all minutes in draft form will need to be posted at a maximum of 2 weeks post-meeting.
- **2022 Budget** – The proposed 2022 budget was provided prior to the meeting and reviewed. Joanna Kaul made the motion to accept the budget as prepared, Marjorie Morency seconded. Roll call: Erin Dutcher, aye; Joanna Kaul, aye; Marjorie Morency, aye; Robin Branch-Staelens, aye. All in favor. Motion passed.
- **Prospective Trustee** – Dolores Nourse attended the meeting as a member of the public and prospective Trustee. The Trustee appointment process, eligibility, requirements and responsibilities were discussed. She discussed her personal background as well as interest in the board position. A motion was made by Marjorie Morency to accept Dolores' appointment to the Board of Trustees and Vice President position, both vacated by George Kelly, and Joanna Kaul seconded. Dolores Nourse will complete her Oath of Office with Notary Michelle Rounds. All were in favor of Dolores Nourse's appointment as Board Trustee, motion passed. She will run for a full term in the spring 2022.
- **Hero Act** – NYS Governor Hochul enacted new wording for the Hero Act/AIDEPP. The library adopted the wording as advised. Erin Dutcher motioned to accept the changes to the AIDEPP, Marjorie Morency seconded, all in favor. Motion passed.

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

Trustee Training – Trustee Training has been postponed for a future date.

Erin Dutcher made a motion to end the meeting at 8:03pm, seconded by Marjorie Morency, all in favor, meeting dismissed. Next meeting to be held on January 20th at 6:30pm.

Respectfully Submitted,
Erin Dutcher,
Trustee, Secretary