

Morrisville Public Library Regular Meeting

September 16th, 2021

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

Absent – Beverly Campbell, Trustee; Joanna Kaul, Trustee.

Community Participant – Kevin Rounds, Jennifer Forward, and Belle Lamere.

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

Secretary's Report – Minutes from the July 15th, 2021 meeting were reviewed. Marjorie Morency motioned to accept the minutes as presented, Rebecca Meyer seconded, all in favor. Motion passed.

Treasurer's Report – The Treasurer's Report was reviewed. Some questions were asked and answered by Michelle Rounds. Erin Dutcher motioned to accept the report, Marjorie Morency seconded, all in favor. Motion passed.

Correspondences – No correspondences to report.

Special Guest – Belle Lamere, a Graphic Design student from Cazenovia College, was introduced to explore creating a new logo/design for the library. The Board freely discussed potential ideas, areas of note and historical significance, as well as a timeline for completion. A tour of the library was completed to observe the features of the building. Belle will return to a future meeting to present her designs.

Public Comment – No public comment.

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

Staffing – Staffing changes were discussed. Erin Dutcher motioned to appoint Rachael Harris, Donna Claxton as Library Aides at \$12.50/hr. To also appoint Scott Mallett as Library Aide (per diem) at \$12.50/hr. Marjorie Morency seconded the motion, all in favor. Motion passed.

Airborne Infectious Disease Exposure Prevention Plan – Governor Hochul enacted on Labor Day and the library has the plan in place currently. See Manager's Report for details.

Long Range Plan – Formally the 5 Year Plan. To be started for review this year and to project the goals for the library. Robin Branch-Staelens, Erin Dutcher and Michelle Rounds will start the process for planning and present information to the Board.

Credit Card Policy Update – An update to the Credit Card Policy was created to align with current budgetary and reporting requirements per minimum standards. Proposed revision reviewed. Marjorie Morency motioned to pass the presented Credit Card Policy update, Erin Dutcher seconded, all in favor. Motion passed.

Staff E-mail Policy – Due to recent events locally within another library, it was proposed to create an e-mail policy for staff. Rebecca Meyer motioned to accept the policy as presented, Erin Dutcher seconded, all in favor. Motion passed.

Surplus List – Multiple items were identified for disposal due to damage, age or general disrepair. Marjorie Morency motioned to dispose of the following items, Erin Dutcher seconded, all in favor. Motion passed.

- 1 computer monitor (staff use)
- 12 PC's (1 HP, 10 Dell, 1 Acer)
- 32" Panasonic TV
- Old office desk
- Computer chair
- Recliner
- Glass/Formica computer table

2022 Holidays – The proposed holiday closures for 2022 were reviewed as below, as well as an additional Saturday (after Veterans' Day) and Saturdays from May 28th to September 3. Erin Dutcher motioned to accept the proposed holiday closures, Rebecca Meyer seconded, all in favor. Motion passed.

- New Year's Day (1/1)
- Martin Luther King Jr. Day (1/17)
- President's Day (2/21)
- Memorial Day (5/30)
- Juneteenth (6/20)
- Thanksgiving and following two days (11/24 – 11/26)
- Christmas Eve through New Year's (12/24/2022 – 1/2/2023)
- Independence Day (7/4)
- Labor Day (9/5)
- Columbus Day (10/10)
- Veteran's Day (11/11)

Gutter Cleaning – Brennan Alt was hired to clean the gutters this year. Erin Dutcher motioned to enter into a contract to clean the gutters every September until termination of the contract, Marjorie Morency seconded, all in favor. Motion passed.

Continuing Education Request – Michelle requested to utilize training funds to participate in two trainings/classes; Budgeting for Libraries and Personnel Management. Total funds will be \$325. Erin Dutcher motioned to approve class attendance and the use of library funds to cover the cost, Rebecca Meyer seconded, all in favor. Motion passed.

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. Waiting on a response and work plan.
- Silent Auction – Joanna Kaul has started to solicit donations. Additional updates to be provided at the next Board meeting.

Old Business – No old business was discussed.

New Business –

- Resignation of George Kelly from his Board Trustee and Vice President positions. His resignation letter was received on 7/16/2021. A new Vice President will be identified at a future meeting when all Board members

are present. Rebecca Meyer motioned to accept the resignation of George Kelly, Marjorie Morency seconded, all in favor. Motion passed.

- 2022 Budget – Erin Dutcher to assist Michelle with the process again this year. Information to be reviewed at a future Board meeting.
- Zoom Meetings – It was discussed to adopt Zoom meetings at an expense of \$100/year through Mid-York for future meeting needs. Using Zoom will allow for closed captioning in regards to any Board Trustee or member of the public needing this service as well as transcription of the meeting dialog. Funds can be utilized through the Automation line in the budget. Erin Dutcher motioned to approve the use of Zoom, Marjorie Morency seconded, all in favor. Motion passed.
- Covid Testing Policy – Discussed to implement a Covid Testing Policy due to staff illness and symptoms. Varying testing methodologies were discussed; Michelle to research other library policies and draft a proposition for the Board. The Board will vote via e-mail and formally adopt at the November 2021 meeting.

Executive Session – The board entered Executive Session at 7:47pm to discuss an employee matter. Executive Session was exited at 8:04pm. No action taken.

Action on Bills Received – A motion was made by Rebecca Meyer 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 8:08pm, seconded by Marjorie Morency, all in favor, meeting dismissed. Next meeting to be held on November 18th, 2021 at 6:30pm.

Respectfully Submitted,
Erin Dutcher,
Trustee, Secretary