

## **Morrisville Public Library Regular Meeting**

**March 19, 2024**

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

**Absent** – Christine Covington, Trustee (excused; illness)

**Community Participant** – None

The meeting was called to order at 5:33pm by Robin Branch-Staelens.

**Executive Session** – The Board entered into Executive Session at 5:34pm to discuss personnel. Robin Branch-Staelens motioned to enter Executive Session, Tracy Clark seconded, all in favor. Erin Dutcher motioned to exit Executive Session at 5:56pm, Marjorie Morency seconded, all in favor, Executive Session concluded. No action taken.

Pledge of Allegiance was completed.

**Secretary's Report** – Minutes from the regular meeting on January 16, 2024 were reviewed. Tracy Clark motioned to accept the minutes as presented with an edit to correct the spelling of Tracy's name, Marjorie Morency seconded, all in favor. Motion passed.

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

**Correspondences** – No correspondences were presented for this meeting.

**Public Comment** – No public for comment.

**Manager's Report** – A motion was made by Erin Dutcher to accept the Manager's Report, motion seconded by Tracy Clark, all in favor. Motion passed.

**Stewart's Funds** – Michelle verbally acknowledged that the library received a \$300 donation from Stewart's Shops via their Community Giving and Support donation application process. The funds will be used to support the Summer Reading Program in 2024.

**Budget Transfers** – A transfer of \$3,600 is needed from general savings to checking to cover the expenses related to renovations of the Local History Room. Erin Dutcher motioned to accept the transfer of \$3,600, Robin Branch-Staelens seconded the motion, all in favor. Motion passed.

**New Employee/Terminations** – Tracy Clark motioned to terminate AnnaRae Martin in the position of day shift Library Aide and to appoint Scott Mallett for the Library Aide position at

minimum wage for up to 20 hours per week. Marjorie Morency seconded, all in favor, motion passed.

**Annual Report** – Tracy Clark made a motion to accept the Annual Report as discussed and reviewed in the prior Board Meeting. The report was submitted in February 2024 as regulation required. Robin Branch-Staelens seconded the motion, all in favor. Motion passed.

**July 5<sup>th</sup>/Holiday** – Closing the library on July 5<sup>th</sup> (Friday) as an extension of the holiday and weekend was discussed. Tracy Clark motioned to approve July 5<sup>th</sup> as an additional day off for the holiday weekend, Marjorie Morency seconded, all in favor. Motion passed.

**Personnel Handbook Updates** – The Personnel Handbook (revisions) were presented in the Board Packet. The updates included revisions, deletions and new policies. Tracy Clark motioned to accept the updates as presented in the packet except the policy regarding “Medical Emergencies,” Erin Dutcher seconded, all in favor. Motion passed.

**Committee Reports** –

**Planning** – No updates.

**Policy** – No updates.

**Finance/Fundraising** – No updates.

**Facilities/Buildings and Grounds** – No updates.

**Old Business** –

- **Printing** – Printing fees were discussed; at the time current rates will remain in effect.

**New Business** – No new business was presented.

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

Erin Dutcher made a motion to end the meeting at 7:05pm, seconded by Robin Branch-Staelens, all in favor, meeting dismissed. The next regular board meeting will be held on Tuesday, May 21<sup>st</sup>, 2024 at 5:30pm. A Board training will also be held on Tuesday, April 23<sup>rd</sup> at 5:30pm.

Respectfully Submitted,  
Erin Dutcher,  
Secretary