

## **Morrisville Public Library Regular Meeting**

**May 21, 2024**

**Roll Call** –Marjorie Morency, Vice-President; Tracy Clark, Trustee; Christine Covington, Trustee; Michelle Rounds, Library Manager. Quorum was present for voting.

**Absent** – Robin Branch-Staelens, President; Erin Dutcher, Secretary

**Community Participant** – Kevin Rounds

The meeting was called to order at 5:34pm by Marjorie Morency.

Tracy Clark made a motion to make Michelle Rounds acting secretary for the meeting in Erin Dutcher's absence. Marjorie Morency seconded, all in favor. Motion passed.

**Secretary's Report** – Minutes from the regular meeting on March 19, 2024 were reviewed. Christine Covington motioned to accept the minutes as presented, Tracy Clark seconded, all in favor. Motion passed.

**Treasurer's Report** – The Treasurer's Report was reviewed. Tracy Clark motioned to accept the report, Marjorie Morency 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 Christine Covington to accept the Manager's Report, motion seconded by Marjorie Morency all in favor. Motion passed.

**Budget Transfers** – A transfer of \$597.16 is needed from general savings to checking to cover the expense of the exterior paint. Tracy Clark motioned to accept the transfer of \$597.16, Christine Covington seconded the motion, all in favor. Motion passed.

**New Employee** – Christine Covington motioned to appoint Bonnie DeGroat for the Fill-In Library Aide position at minimum wage for up to 20 hours per week. Tracy Clark seconded, all in favor, motion passed.

**Book Sales**- Saturday July 13 from 9am to 2pm. Also, the bag sale is Monday July 15 from 2-6pm. (Fall Book Sale is Saturday September 28 from 10-2pm.)

**Updates to Trustee Calendar** – After the Trustee training last month, the Board learned that at the annual meeting they should update/approve the list of prepayment authorizations & Manager's discretionary spending amount. Tracy Clark made a motion to add this to the trustee calendar for every January. Marjorie Morency seconded the motion, all in favor. Motion passed.

**Imagination Library** – The board discussed the feasibility of continuing to be a part of Imagination Library as we cannot contribute to fundraising of any means. The board

has directed President Staelens to send a letter to the head of the County's Imagination Library program, Tara Truett, informing her of this decision. Christine Covington motioned to have President Staelens send the letter and Tracy Clark seconded, all in favor. Motion passed.

**Staff WIFI Policy** – As the board continues to review policies and utilizing Mid York's best practices, the policy committee brought the following to the board for adoption:

*The Library's staff WIFI is only to be used on Library-owned devices (laptop, tablet, etc.) and by the Library Manager. Library staff will not be given login credentials to the staff WIFI for personal devices.*

Christine Covington motioned to adopt the policy and Tracy Clark seconded, all in favor. Motion passed.

### **Committee Reports –**

**Planning** – Annual Appeal Letter review

**Policy** – Personnel Handbook-Medical Emergencies; Library Accounts Policy

Medical Emergencies was approved as written, motion made by Christine Covington and seconded by Marjorie Morency, all in favor. Motion passed.

Library Accounts Policy was reworded to say:

*“The Morrisville Public Library will allow three methods to identify patrons who want to check out materials. 1- a physical library card, 2- a patron's photo taken by a staff member on their account, and/or 3- a patron showing us their card on the Mid York app from their phone/device.*

*The library staff has the right to request ID in the form of a Driver's License or State issued ID if they question any of these methods.*

*The Morrisville Public Library does not allow patrons to check out items on other's accounts for any reason unless arrangements have been made by the Library Manager.”*

Motion made by Tracy Clark, seconded by Christine Covington, all in favor. Motion passed.

**Finance/Fundraising** – “Read” Book Folding Raffle dates set for July/August.

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

### **Old Business –**

- **None**

**New Business** – Board discussed the officers starting July 1, 2024 as we will be losing our secretary, Erin Dutcher. The board tabled this until the full board was present in July.

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

Christine Covington made a motion to end the meeting at 6:46pm, seconded by Marjorie Morency, all in favor, meeting dismissed. The next regular board meeting will be held on Tuesday, July 16, 2024 at 5:30pm.

Respectfully Submitted,  
Michelle Rounds,  
Acting Secretary/Library Manager