

Morrisville Public Library Regular Meeting

July 16, 2024

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

Absent – none

Community Participant – none

The meeting was called to order at 5:31pm by Robin Branch-Staelens.

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

Secretary's Report – Minutes from the regular meeting on May 21, 2024 were reviewed. Victoria Jones motioned to accept the minutes as presented, Marjorie Morency seconded, all in favor. Motion passed.

Treasurer's Report – The Treasurer's Report was reviewed. Christine Covington 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 Victoria Jones all in favor. Motion passed.

Budget Transfers – A transfer of \$4000 is needed from general savings to checking to cover the expense of the exterior painting (\$1800) and east side emergency repair (\$2200). Christine Covington motioned to accept the transfer of \$4000, Marjorie Morency seconded the motion, all in favor. Motion passed.

New Employee – Christine Covington motioned to appoint Donna Claxton for the Fill-In Library Aide position at minimum wage for up to 20 hours per week and Karen Zamora as Library Aide at minimum wage for up to 20 hours a week. Marjorie Morency seconded, all in favor, motion passed.

Tracy Clark motioned to accept the resignation of Ethan Bowman and the termination of Felicity Bowman. Christine Covington seconded, all in favor. Motion passed.

Dates to Remember- Fall Book Sale is Saturday September 28 from 10-2pm. Silent Auction dates are November 12- December 6. Open House is December 6 from 5pm-7pm.

Bullet Aid from Assemblyman Angelino – Sometime later this year we will be receiving \$10K in bullet aid from the assemblyman. Christine Covington will write a thank you and the board discussed using the monies for paving the library driveway. Library Manager Rounds will seek paving estimates for 2025.

Changing our Insurance Coverage – Board discussed the proposal of property insurance, auto insurance and disability insurance from Tanner Insurance agent, Lisa Flaherty. The end discussion: it was saving the library money and we were getting better coverage. Also, less of the Manager's time will be needed for insurance purposes as we will have a devoted agent attending to our needs. Auto deduct payments are to start August 10, 2024. Victoria Jones made a motion to accept the proposal for an immediate change over and Marjorie Morency seconded, all in favor. Motion passed.

Worker's Compensation will be reviewed at the January meeting as it doesn't expire until March 2025.

Proposed Bylaw Update – The bylaw change below was brought before the board. As per the bylaws, all changes must be proposed at least 30 days before adoption. The board will vote on it at September's meeting.

Non-Substantial Changes to these Bylaws shall fall under the Library Manager or Library Board President. It is the responsibility of the Manger/President to maintain these Bylaws for formatting and organizational purposes.

*Non-Substantial Changes include but are not limited to:
Formatting Changes and Consistency
Spelling and Grammar Corrections
Sensitive Geopolitical References
Formality*

Committee Reports –

Planning – Annual Appeal Letter went out on July 1. We have received \$455 so far.

Policy – Procurement Policy and the Book Materials Policy were approved as written, motion made by Marjorie Morency and seconded by Christine Covington, all in favor. Motion passed.

Finance/Fundraising – “Read” Book Folding Raffle is going on now. Bookmarks are still selling well. Summer Book Sale total \$313.

Facilities/Buildings and Grounds – No updates. Needs a new chairperson.

Old Business –

- **Officer Positions**- Due to Erin Dutcher finishing her term on the board and not seeking reelection, Tracy Clark motioned for Christine Covington to be President, Marjorie Morency as Vice-President, and Robin Branch-Staelens as Secretary for the remainder of the year. Christine Covington will also be the Correspondence Secretary. Christine Covington seconded the motion, all in favor. Motion passed.

New Business –

- **Oath of Offices for Christine Covington and Victoria Jones-** The board welcomed Victoria to the board. Oaths of office were done by Notary Michelle Rounds for terms from July 1, 2024 through June 30, 2029.

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

Christine Covington made a motion to end the meeting at 6:36pm, seconded by Marjorie Morency, all in favor, meeting dismissed. The next regular board meeting will be held on Tuesday, September 17, 2024 at 5:30pm.

Respectfully Submitted,
Michelle Rounds,
Acting Secretary/Library Manager