

## **Morrisville Public Library Regular Meeting**

**November 19, 2024**

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

**Absent** — Robin Branch-Staelens, Secretary-unexcused

**Community Participant** – Hunter Matteson

The meeting was called to order at 5:02 pm by President Christine Covington.

Marjorie Morency made a motion to make Library Manager, Michelle Rounds, acting secretary for the meeting in Robin Branch-Staelens' absence. Christine Covington seconded, all in favor. Motion passed.

**Secretary's Report** – Minutes from the regular meeting on September 17, 2024, were reviewed. Victoria Jones motioned to accept the minutes as presented, Christine Covington seconded, all in favor. Motion passed.

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

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

**Public Comment** – No comments.

**Manager's Report** – A motion was made by Victoria Jones to accept the Manager's Report, motion seconded by Christine Covington all in favor. Motion passed.

**Budget Transfers** – A transfer of \$300 is needed from the Contingency line #42 to #22 Phone due to Charter Communications price increase. Victoria Jones motioned to accept the transfer of \$300, Marjorie Morency seconded the motion, all in favor. Motion passed.

**2025 Budget Vote**- The funding of the library and anticipated 2025 budget vote [for 2026 funding] were discussed. Per the Tax Cap website, it is anticipated that the tax cap would be around \$4000- \$4400. Christine Covington motioned to override the tax levy for 2026 as presented below, Tracy Clark seconded, roll call: Christine Covington-aye, Tracy Clark- aye, Victoria Jones-aye and Marjorie Morency-aye. Motion passed.

*"Whereas, the adoption of this 2026 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 2026 by at least sixty percent of the board of trustees as required by state law on Tuesday November 19, 2024.”*

**December Bill Pay Change** – Due to the timing of bill paying in relation to Christmas, Michelle asked that we move the bill paying process as such. For the board to review on Thursday December 12 and need to be signed off by 7pm on Tuesday December 17 so she can pay them on Wednesday December 18. Board agreed and a motion was made by Victoria Jones and seconded by Marjorie Morency, all in favor.

**Refund from Utica National-** We received \$1732 back from Utica National from switching insurance carriers.

**Summer Reading Expenses** – Purchases for the 2025 Summer Reading Program were reviewed. Tracy Clark motioned to approve the planned purchases as presented, Victoria Jones seconded, all in favor. Motion passed.

**Trustee Orientation Packet-** After the board training in October, the board would like to update the packet. Michelle Rounds, Christine Covington and Victoria Jones will be on the committee to work on this. Michelle Rounds will be the chair. (Last time it was updated was in 2009.)

**DASNY Technology Grant-** The items have been arriving from this grant that was applied for back in 2022. The library was awarded \$5000 for technology upgrades. The library has received: 2 monitors, a new Chromebox, 2 power grommets, a new laptop and projector for programs, a display screen for displaying our programs, a new public PC and new staff and director computers.

**Wine and Paint Night-** The library will be closing early at 6:30pm on Friday January 17 to allow all staff to participate.

### **Committee Reports –**

**Planning** – Annual Appeal Letter went out on July 1. We have received \$910 so far. Christine Covington will begin working on the thank you notes.

**Policy** – Updates to the FOIL Policy were approved as written, motion made by Victoria Jones and seconded by Christine Covington, all in favor. Motion passed. Updates to the Breast Expression Policy for the Personnel Handbook were approved as written, motion made by Tracy Clark and seconded by Victoria Jones, all in favor.

**Finance/Fundraising** – Silent Auction is set up, a big thank you to the trustees who donated and helped. Gilligan's Fundraiser is January 29, 2025.

**Facilities/Buildings and Grounds** – Tracy Clark has received the information from past chair, Erin Dutcher.

Robin Branch-Staelens will now be on the Facilities/Building and Grounds committee and Victoria Jones will be on the Policy Committee.

### **Old Business** – none

**New Business –**

**Adoption of the 2025 Budget** – The 2025 budget was reviewed and discussed. Christine Covington made a motion to approve the 2025 budget as presented, Victoria Jones seconded. All in favor, motion passed.

**Board Evaluation and Director Evaluation-** Board evaluation packets were handed out and are to be returned to Michelle Rounds by January 10, 2025. The board adopted a procedure change to the Director evaluation process. The procedure is as follows: Board members are to email the President between November 15 and December 1 with feedback they would like the president to consider for the evaluation process. The President will conduct the Director evaluation before the January regular board meeting. The Director will also complete a self-review by this date as well. This was adopted by Tracy Clark, seconded by Victoria Jones; all in favor. A Director evaluation form was also adopted by the board with a motion from Victoria Jones, seconded by Marjorie Morency; all in favor. Michelle Rounds will update the Board of Trustees calendar and save the form for future presidents.

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

Victoria Jones made a motion to end the meeting at 6:04pm, seconded by Marjorie Morency, all in favor, meeting dismissed. The next regular board meeting will be held on Tuesday, January 21, 2025, at 5:00pm.

Respectfully Submitted,  
Michelle Rounds  
Library Manager and Acting Secretary