

Morrisville Public Library Regular Meeting

January 21, 2025

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

Community Participant – none

The meeting was called to order at 5:01 pm by President Christine Covington.

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

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

Treasurer's Report – The Treasurer's Report was reviewed. Victoria Jones motioned to accept the report, Marjorie Morency 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.

Spring Book Sale – April 26 from 10-2pm. The summer sale is July 12 from 9am to 2pm.

Mandatory Trustee Training- The topic will be on PR & Advocacy. Michelle will send out some dates soon to choose from and homework will be given at the March meeting (to be read before the training in April.)

Worker's Compensation Quote – The board accepted the quote from our insurance agent, Lisa Flaherty from Tanner Insurance. It will save the library about \$300 a year (and the coverage is the same as we have now.) Christine Covington motioned to approve the quote, Tracy Clark seconded, all in favor. Motion passed.

HR Ideas- Michelle presented from a webinar she attended some things to think about. One was if we wanted to continue paying the full DBL or have the employees pay some from each paycheck. The board asked Michelle to research what other libraries do.

Also, it was suggested as a nice gesture to our employees to give them a paid day off on their birthdays. Marjorie Morency made a motion to add to the employee handbook under "Vacation" the following and seconded by Christine Covington; all in favor:

Part Time and Full Time Employees (not seasonal or fill in) will be given their birthday off (paid) if their birthday falls on a day that they are regularly scheduled to work. This paid day off cannot be substituted for use on a different day.

Michelle was also informed that trustees of the board must have annual sexual harassment training. The board will work on getting this fulfilled in the near future.

Library Manager Self-Assessment Form- The board adopted this form as the official document to use at every annual evaluation of the Library Manager. Tracy Clark made a motion to adopt this form, Marjorie Morency seconded, motion passed.

Committee Reports –

Planning – none

Policy – none

Finance/Fundraising – none

Facilities/Buildings and Grounds – none

Old Business –

2025 Budget Vote- The 2025 budget vote, aligned with the school budget vote held in spring 2025 (for the 2025-2026 school year), was discussed. The amount of \$4,325 was determined as an appropriate ask given continued increased costs to the library. The amount of \$4,325 is between the suggested tax cap range. Victoria Jones motioned to accept the proposed budget amount of \$4,325, Marjorie Morency seconded the motion, all in favor. Motion passed.

Executive Session- Tracy Clark made a motion to go into executive session to discuss personnel at 5:22pm, Marjorie Morency seconded, motion passed. The board exited Executive Session at 5:36pm, no action taken.

New Business –

Appointment of Officers – Tracy Clark motioned to nominate the Board Officers. She nominated that Christine Covington resume the Presidency, Marjorie Morency as the Vice-President, and Victoria Jones to be Secretary. Victoria Jones seconded the motion, all in favor. Motion passed. Oaths of office were done by Notary Michelle Rounds.

Annual Prepayment authorizations and Library Manager's discretionary spending amount- Below are the approved prepayment authorizations for the 2025 fiscal year. The Library Manager is also approved to spend up to \$500 per receipt/invoice without prior board approval. A motion was made to approve all of this by Marjorie Morency, seconded by Victoria Jones, motion passed.

Utilities

- o Charter Communications (phone)
- o NYSEG
- o Village of Morrisville (water and sewer)

Insurances

- o Erie Insurance
- o Hartford (WC)
- o Shelterpoint (DBL)

Maintenance Contracts

- o Doyle Security
- o Rodney Warner (snow removal)

Contractors

- o For emergency repair
- o And for approved contracts

Paychex

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

Victoria Jones made a motion to end the meeting at 5:52pm, seconded by Marjorie Morency, all in favor, meeting dismissed. The next regular board meeting will be held on Tuesday, March 18, 2025, at 5:00pm.

Respectfully Submitted,
Michelle Rounds
Library Manager and Acting Secretary