

**MAXWELL MEMORIAL LIBRARY
Trustee's Meeting**

**Monday, July 17, 2017, 6 pm
Approved Minutes**

Present: Trustees - Steve Mallory, President; Lucille Adorante, Vice President; Mike Dendis, Treasurer; Susan York & Kristin Northrop, Co-Secretary; Donna Breen

Absent: Gloria Francisco, Sue Mezey

Staff: Katy Benson, Director; Rena Brower, Library Assistant

Call to Order: 6:05 pm

OLD BUSINESS – Library Centennial Celebration & Open House:

Rena brought everyone up to date about the Centennial Celebration. Starting in January, trying to have several different events over the course of 2018. Several ideas were discussed – Gail Creamer has offered to help with the flag and Steve has a designer that will work on it for free. Post project, gift baskets to raffle – ask the Friends if they would take on this project. Looking at Friday & Saturday, 5/11 & 12 for the big celebration days.

REPORTING

Secretary's Report: Kristin Northrop

Motion was made by Kristin Northrop with a second by Michael Dendis to approve the spectacular meeting minutes of July 17. Carried unanimously.

Treasurer's Reports: Michael Dendis presented June's financial reports.

Total Assets: \$83,919.36

Total Income: \$3,736.01

Total expenses: \$31,539.50

Net: -\$27,803.49

The money from the town is due in October and it was agreed by everyone that we need to be very careful with spending – possibly even putting off some purchases until after the funds have been received.

Motion was made by Donna Breen with a second by Kristin Northrop to accept the financial reports as presented. Carried unanimously.

Director's Report: Katy Benson

Paid Family Leave: Katy reviewed what she found out about the Paid Family Leave which goes into effect 1/1/18. There was discussion and it was determined that we need to find out the cost of the insurance before making any decisions as to what the Library can do.

Cyber-Security Update:

After discussion, it was agreed that Katy has gotten some good information to date and she should handle this if the price is within reason.

Motion made by Lucille Adorante with a second by Donna Breen to approve the Director's report. Carried Unanimously.

President's Report: Steve Mallory

September Board Calendar – Fundraising & Annual Appeal letter is to be presented for approval.

Next Meeting: Monday, August 21.

Friends of the Library Report: Lucille Adorante

The Friends donated and planted the bushes in the front of the Library.

Committee Reports**Strategic Plan: Katy Benson**

Donna, Lucille, Kris, Susan & Katy met last Wednesday and came up with a list of the 5 items that were discussed. Our meeting included some items that could lead into a long-term expansion plan. Several dates were mentioned as to the next meeting. Katy will check the library calendar and e-mail everyone the choices.

2nd Check Signer: Steve agreed to do the next month.

Check Policy & Procedure: Michael Dendis

Michael is having computer problems and will distribute this before the next meeting.

Accountant Update: Susan York

After installing QuickBooks 2013 onto Frank's computer, Cal [York] was able to successfully get a working back up of the Library financial information.

Frank works approximately 25 hours per month for the library – not sure if this includes the 8 rounds trips per month or not. There was a discussion on changing pay check delivery to the Library rather than have paychecks go to Frank to put into envelopes and then deliver to the Library. It was decided not to make any changes at this time.

OLD BUSINESS**Fundraising & Gifts Program: Katy Benson, Gloria Francisco**

Katy doesn't know how the Cam's fundraiser did, but will e-mail everyone as soon as she hears. Other fundraisers were discussed including

Ideas for Fundraising Help were discussed. It was agreed that *Network for Good* was too expensive and no one thought we would gain much. Joe Pagano, small business mentor for SCORE idea to send a flier – then send a reminder –and finally make phone call reminders – were discussed. Portions of his ideas seem the best fit for us. Katy will contact Joe to ask if perhaps he could come speak to us at a board meeting.

Policy for Use of library by other organizations: Katy Benson

A motion was made by Kris Northrop with a second by Lucille Adorante to accept the revised "Policy for Exhibits, Notices, Sales & Fundraising in the Library". Motion carried unanimously.

NEW BUSINESS

Budget Committee Formation: Michael Dendis will chair the committee. Steve and Frank will also be on the committee. Mike will contact Frank to see when would be a good time to meet. If anyone else would like to join, please let Michael know.

Summer Intern Appointment: Katy Benson

A motion was made by Michael Dendis with a second by Donna Breen to approve the hiring of Richelle Jenkins to be the summer intern from June 28 through August 25, working 7 hours per week. As time and duties allow, she will undergo training to be a paid substitute clerk after the summer reading program ends. Motion carried unanimously.

Fundraising letter appeal committee:

Lucille Adorante, Michael Dendis and Kris Northrop agreed to be on the committee, along with Steve Mallory.

Document Retention & Repository: Steve Mallory, Katy Benson

There was discussion on how long to keep financial papers and important Library papers as well as how to secure papers from others who have retained them. We are in need of designating a permanent storage space in the Library. Several board members will send to Steve & Katy policies that they use for their businesses. This will be on the agenda next month.

At 7:50 pm a motion was made by Lucille Adorante with a second by Donna Breen to adjourn the meeting. Motion carried unanimously

Respectfully submitted: Susan York, Co-Secretary

Next Meeting: August 21, 2017