

MAXWELL MEMORIAL LIBRARY TRUSTEE MEETING - DRAFT

Minutes – Monday, March 6, 2017

Trustees Present: Lucille Adorante, Donna Breen, Michael Dendis, Gloria Francisco, Steve Mallory, Kristen Northrop

Staff: Katy Benson, Director & Rena Brower

The meeting was called to order by President, Steve Mallory at 6:04 pm.

Check Signing: Gloria Francisco needed to leave early, so Steve brought up the discussion of check signing first. Steve discussed the procedure of Trustees signing checks stating that the current procedure is not working which is signing checks every other week on Friday or Saturday. We are having more and more trouble finding Trustees who are able to do this. Therefore, Steve would like to propose that Frank, our accountant, sign checks and do this on a weekly basis; therefore, we would only need one Trustee to sign. Pros and cons were discussed. Susan contacted her accountant for her job who e-mailed her this was not a good idea, advising that any person who inputs and prepares checks (and most likely reconciles the bank account) should not also be a signer. Susan also questioned why the check signing days needed to be Friday & Saturday when the Library is only open until 5 on Friday and 10-3 on Saturday. Katy explained that this was how Frank schedules our work.

Kristen questioned why checks need to be signed weekly and Katy went into an explanation as to how some bills were incorrect and phone calls needed to be made, etc.

A motion was made by Lucille Adorante that for the month of March, two Trustees will be designated to come in weekly to sign the checks. Donna Breen seconded.

3 Yes 3 Opposed Steve approved the motion which carried the motion.

Michael will check with Frank to see if checks can be ready to be signed on a day other than Friday.

Lucille & Mike will be the check signers for the rest of March.

Steve explained his ideas for creating an agenda and running a meeting. He is committed to trying to keep the meetings flowing more smoothly and to take no more than an hour and a half. He met with Katy to restructure her Director's report which should help streamline the reporting.

Review of Prior Month's Trustee Meeting Minutes: Susan York, Co-Secretary

A motion was made by Kristen Northrop to approve the minutes of the February 27 meeting. Seconded by Lucille Adorante. Carried unanimously.

Treasurer's Reports: Michael Dendis

Statement of Revenue & Expenditures
Balance Sheet & Fund Balances

Balances as of January 31, 2017: First Niagara Checking: \$1,855.95; First Niagara Savings: \$86,020.79; Geddes Savings – Money Market: \$85,518.59; Petty Cash: \$50 for a total of \$173,445.33. Reports were reviewed, questions asked and answered.

A motion was made by Gloria Francisco with a second by Lucille Adorante to approve the February financial report as presented. Motion carried unanimously.

Director's Report: Katy Benson

Library Referendum was discussed regarding whether we should present with Fairmount. It was decided that we want to be as low key as possible and should not present with Fairmount. Gloria will represent the Library at the 4/25 meeting.

Lunch with county Legislator Mike Plochocki will be held at Maxwell, date to be determined. Anyone interested in attending should let Katy know.

Meeting with Edward Jones regarding the 403B plan will be held 3/7.

Form 990: A motion was made by Kristen Northrop with a second by Donna Breen to hire Mike Lisson of Grossman St. Amour to do Maxwell's Form 990. Motion carried unanimously.

Final grant work report will be submitted before the March 20th meeting.

A motion was made by Michael Dendis & seconded by Lucille Adorante to approve the Director's report. Motion was carried unanimously.

Gloria Francisco left the meeting at 7 pm.

President's Reports: Steve Mallory

April Library calendar was reviewed. Steve will always remind the Trustees of what is coming.

Checking & Savings Signature Status – Kris will try to get to Geddes Saturday. Lucille will sign the savings paperwork after the meeting.

Next Meeting: Monday, March 20, 2017

Friends of the Library Reports: No Friends representative was present

Katy gave a review of what the Friends are planning which includes selling geraniums again and a poetry program is in the works. They want a list of what the library needs and are interested in helping to pay for the wall art hanging system.

Committee Reports

Local history materials & services: Rena Brower took us to review the materials that the Library has on hand for local history materials & services.

OLD BUSINESS

Strategic Plan Initiative: Steve Mallory

Team leader & participant selections – Katy offered to be the project manager, but will be unable to have anything ready until the April meeting. Lucille would like to work with her.

Functional & operating process – e-mail participation was discussed. Need to determine what should be in the plan then bring the plan back to the group for discussion.

Library Employee Initiative: Katy Benson

Employee health insurance research – employees are not interested until such time when the Library might be able to help pay for insurance.

Employee 403B Plan Administration research – discussed in Katy's report

Library Calendar: Steve Mallory

A motion was made by Michael Dendis to approve the Library calendar as presented. Motion was seconded by Lucille Adorante and carried unanimously.

NEW BUSINESS

New Trustee Application: Steve Mallory

Susan Mezey's application will be kept on file. Steve noted that if you have any friends or neighbors who would be interested to join the Library Trustees Board, please encourage them to fill out an application.

Window Coverings & Wall art hanging system: Katy Benson

There was discussion. Donna Breen made a motion that we go with the Walker Display System as used in the Community Room through the library with the condition that we check with the Friends to confirm they are willing to pay \$630. Motion was seconded by Kristen Northrop. Motion carried unanimously. Mike, Lucille & Rena will lay out the art work.

Window treatments: Shades

After considerable discussion, the Trustees decided that it would be prudent to obtain additional information before going ahead with any portion of this project. Plus, Katy will check to find out if a grant would cover a portion of this expense.

Annual Report

A motion was made by Donna Breen with a second by Kristen Northrop to approve Maxwell Memorial's Annual Report. Motion carried unanimously.

Motion was made by Mike Dendis with a second by Kristen Northrop to adjourn the meeting adjourned at 8:20 pm. Motion carried unanimously.