

**MAXWELL MEMORIAL LIBRARY TRUSTEE MEETING**  
**Minutes – Monday, May 15, 2017**

**Trustees Present:** Lucille Adorante, Donna Breen, Gloria Francisco, Steve Mallory, Kristen Northrop, Susan York

**Absent:** Michael Dendis

**Staff:** Katy Benson, Director

The meeting was called to order by President, Steve Mallory at 6:00 pm. There were no visitors.

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

*A motion was made by Lucille Adorante with a second by Susan York to approve the minutes of the April 17 meeting with the correction to replace "First Niagara Checking & First Niagara Savings" with "Key Bank Checking & Key Bank Savings". Motion carried unanimously.*

**Treasurer's Reports: Presented by Steve Mallory in Michael's absence**

Balances as of April 30: Key Bank Checking: \$1,419.94; Key Bank Savings: \$113,460.22 (transferred money from Geddes Money Market into the Key Bank Savings – approved by Trustee's at the March meeting); Petty Cash: \$50.

Remaining 10% of the grant money totaling \$21,756 was received. Reports were reviewed, questions asked and answered.

*A motion was made by Donna Breen with a second by Lucille Adorante to approve the April financial report as presented. Motion carried unanimously.*

**Director's Report: Katy Benson**

After a discussion regarding Richelle Jenkins being hired to train as a substitute clerk. It was decided that she would be told we need to hold off for now on hiring. But, if she would be interested in training without pay, we would be interested to have her. This would be an advantage to her if she were to work at another library.

Strategic Plan discussed and it was determined there is no need for a special meeting to compile information at this time. We will have the report from Amanda Travis mid-week.

**President's Report – Steve Mallory**

July Board calendar was reviewed. Budget has previously moved to July. Fundraising regarding budget will be added.

Next Meeting: Monday, June 19, 6 pm.

**Friends of the Library Report: Lucille Adorante**

Their last meeting was in Executive Session. Geraniums are to be picked up on Saturday, May 20. Deposited from the Friends: approximately \$1054 committed for summer reading program; \$146 – computer chair; \$630 – art hanging system; \$1,919 – furniture in the alcove; TOTAL: \$3,895.

## **Committee Reports**

Strategic Plan: Katy Benson

Report from Amanda will be ready by end of week. Friends will submit summary of their focus group on 5/17.

Second Check Signer: Kris Northrop

## **OLD BUSINESS**

Policy Revisions: Katy Benson, Board

*A motion was made by Kris Northrop with a second by Gloria Francisco to approve the Patron Code of Conduct and the Computer, Wi-Fi, & Internet policies as presented by Katy Benson.*

*Motion carried unanimously.*

**Employee leave policy clarification** – Policy was discussed and clarified as presented in Katy’s Director’s report. Trustee’s approved the employee leave policy

**Library Centennial Celebration & Open House:** Steve Mallory, Rena Bower, Board  
Rena and Steve prepared a plan for the centennial celebration. It is based on the 90<sup>th</sup> anniversary celebration. Items discussed included: Date – May 19-20; Library Flag – everyone thought a contest within the schools was terrific; exhibits & displays within the library – need to determine time frame. Budget for the celebration needs to be determined as it will be included in the 2018 Library budget.

## **NEW BUSINESS**

**New employee appointment: Katy Benson**

*A motion was made by Gloria Francisco with a second by Kris Northrop to appoint Lorraine Krantz to the position of part-time regular circulation clerk at a starting salary with a possible increase after the completion of the 3-month probationary period. Motion carried unanimously.*

**Exterminator: Katy Benson**

Mice and ants appear to be taken care of. Katy has been using peppermint oil. So, there is no need to hire an exterminator.

**Fundraising & Gifts Program: Steve Mallory, Board**

There was a general discussion on fundraising and our gifts program. Susan mentioned that one of our obstacles with a donation program is that many people feel they are already giving to the Library through their taxes. Katy brought to the Trustee’s an opportunity to raise funds through eating at Cam’s. It was agreed to try this. It would bring in a little bit of money, make people more aware of the Library and not cost us anything.

## **ADJOURNMENT**

*A motion was made by Gloria Francisco with a second by Kris Northrop to adjourn the meeting. Motion carried unanimously.*

**NEXT MEETING:** Monday, June 19, 2017, 6 pm

Respectfully submitted, Susan York, Co-Secretary