

Maxwell Memorial Library Monthly Meeting
Minutes for Monday, June 19, 2017

Present: Trustees Steve Mallory, Mike Dendis, Susan York, Lucille Adorante, Donna Breen, Kris Northrop, Director Katy Benson

Guests: Mike Lisson/Grossman St. Amour CPA, Sue Mezey, David Cooper

Call to Order: 6:00 pm

Presentation of Library 990 Tax filing: Mike Lisson presented the 2016 990 Tax filing form to the Board of Trustees, hard copy available on file in the library. Revenues increased due to the construction grant. Without construction expenses, the Library's expenses remained virtually unchanged from the year prior. Mike pointed out that the main objective for non-profit organizations is to remain at a breakeven point. Any future fund raising activities should be cleared with the accountant to be sure they do not violate any IRS rules. This report will be filed electronically on 6/20/17.

Motion to approve the 2016 990 tax report as presented by Mike Lisson of GSA made by Susan York, seconded by Donna Breen. Unanimous vote in favor.

Lucille Adorante introduced Sue Mezey to the Board members.

Motion to add Sue Mezey to the Board of Directors made by Lucille Adorante, seconded by Donna Breen. Unanimous vote in favor.

Secretary's Report (Minutes): May meeting minutes approved with changes suggested by Director Benson.

Motion to accept May 2017 minutes made by Lucille Adorante, seconded by Gloria Francisco. Unanimous vote in favor.

Treasurer's Report: Michael Dendis presented May treasurers report as of May 31, 2017:

- Ending Balance - \$111,723
- Revenue - \$22,718
- Expenses \$26,026
- Expense over receipt - \$3,307
- Year to date receipts - \$91,385
- On budget with expenses year to date
- Steve Mallory will be the designated check signer from 6/21-7/16

Motion to approve Treasurer's report made by Gloria Francisco, seconded by Donna Breen. Unanimous vote in favor.

Susan York met with Frank to discuss bookkeeping backup in the event Frank is out of commission. Susan did a backup of all the Library's financial files currently in Frank's possession onto a zip drive. There is a concern however as Frank uses a 2008 version of QuickBooks which

is incompatible with Susan's 2014 version. Susan is looking into ways to rectify this incompatibility issue. Currently payroll checks are mailed to Frank's house then brought to the Library. Susan recommended that this procedure be changed so that checks are mailed directly to the Library.

Director's Report: Director Benson submitted her report of library activities, meetings, and requests.

- Katy encouraged everyone to attend the Thursdays @ Maxwell events.
- The Library will be holding a fundraiser at Cam's Pizzeria on July 12th from 4:00-9:00pm. coupons are being printed by Maxwell for distribution.
- Towpath Days will be held August 12th; this will be the first time the Library is supporting this Erie Canal Park event; Maxwell will have an exhibit table set up that will include samples from our Erie Canal collection, and children's story times. There is no cost to participate.
- The Library received 2 large donations totaling \$1277.77

Motion made to approve the Director's report made by Mike Dendis, seconded by Susan York. Unanimous vote in favor.

President's Report: President Steve Mallory

- August board calendar – we will begin the appeal letter process, and formally begin constructing the 2018 annual budget.
- The budget committee will start work after the July meeting. Steve Mallory will appoint the committee, and a draft will be presented to the board for discussion at the August meeting.
- Next meeting Monday July 17.

Friends Report:

- There was no June Meeting, nor will there be a July meeting.
- Geranium sale resulted in 129 dozen flowers sold.
- The Friends donated 1 dozen to the village.
- Members of the group participated in the annual Camillus Memorial Day Parade.
- There will not be a garage sale this year.
- There was clarification from the Friends group that Lucille Adorante is the Library's Friends liaison.

Committee Reports:

- Strategic Plan – Katy Benson
Members of the Friends have reviewed the previous Strategic Plan and have provided feedback. They would like to have more input in the development of the next plan.

Need to have a strategic planning meeting to review the process and establish 3 – 5 priorities, set goals and action plan.

Katy to send trustees a link to the Survey Monkey report to review prior to the planning meeting. She will also identify possible dates for the group to meet.

- Survey Monkey Results:
91 responses have been received (includes BOT and public). Katy will send a power point of the survey results
- Check signing policy and procedure: Mike Dendis
Mike to make changes as discussed for review at the July meeting.

Old Business:

- Library Centennial Celebration and Open House: Steve Mallory
Steve and Rena Brower to update spreadsheet
Steve will try to track possible costs.
Industrial Design consultant to help with flag development.
West Genesee Fine Arts Director Bill Davern has offered various WG musical groups to provide musical entertainment.
- Fundraising and Gifts: Katy Benson and Steve Mallory
Katy and Steve to talk with Network for Good representative to investigate costs and services available.
Katy to email one of the non-profits who have used their services for feedback.
Gloria Francisco to investigate possible Doug's Fish Fry fundraising opportunities.

New Business:

- Discussion on whether to allow outside organizations use Maxwell Library to sell tickets, or merchandise for their organizations. Board unanimously agreed this was not a good idea. Katy to re-write the current policy to adopt the Liverpool Library's policy. This will be reviewed at the July meeting.

Motion to adjourn the June 19, 2017 meeting made by Lucille Adorante, seconded by Donna Breen. Unanimous vote in favor.

Adjournment: 7:50 pm.

Respectfully submitted: Kristen Northrop Co-Secretary

Next meeting: July 17, 2017 at 6:00 pm