

Meeting Minutes - Regular Board Meeting  
Maxwell Memorial Library Board of Trustees  
January 20, 2015

**Present:** Trustees G. Mango, MJ. Copeland, G. Francisco, P. Elliott, K. Northrop, D. Curran,  
Maxwell Director K. Benson

**Absent:** -

**Guests:** Michael Dendis

CALL TO ORDER: President Mango at 7:40 PM

**APPROVAL OF MINUTES:**

November 17, 2014 minutes approved as written. Elliott will email final copy to Benson to be included in Minutes Notebook.

Motion to approve: K. Northrop; second MJ. Copeland

Carried 6 Yes 0 No

**TREASURER'S REPORT:**

Copeland presented Balance Sheet & Fund Balance. Statement of Monthly Revenue & Expenditures

Motion to approve: G. Mango; second- G. Francisco

Motion Carried 6 Yes 0 No

**OLD BUSINESS:**

1. Tax Cap Override: Previously voted on. See Annual Meeting minutes

1. Library Refurbishing: Mango stated that the refurbishing project should be limited primarily to carpeting and cosmetics in order to preserve the bulk of the fund balance for potential Camillus library consolidation purposes.

**NEW BUSINESS:**

1. 2015 Budget: Revenues and Expenses needed to be recalculated in order to balance.

Motion to approve the bottom line of \$340,319 with a revised budget to be presented for vote at February meeting.

Motion to approve: D. Curran; second – P. Elliott

2. Annual Audit: Mango will proceed with getting quotes for a full audit from  
Averson & Klinetop LLP, Patricia Averson  
Dermody, Burke & Brown CPA and Accounting Firm, Dave Bowles  
Grossman St. Armour CPAs, Mike Lisson

3. Formulation of a new association library and new advisory committee: Mango reported that the Camillus Library Planning Committee, after 12 months of research, recommends the forming of a single, consolidated association library to serve the residents of the Town of Camillus and the West Genesee school district. The Committee further recommends an Advisory Committee be formed comprised of the Maxwell and Fairmount Library Director and the Board President and Treasurer of each library. Motion to approve the Advisory Committee be formed.

Motion to approve: P. Elliott; second – D. Curran

Carried 6 Yes 0 No

Meeting Minutes - Regular Board Meeting  
Maxwell Memorial Library Board of Trustees  
January 20, 2015

4. Due diligence checklist: In her 1/15/15 letter to the Committee, Amanda Travis, OCPL Member Liaison, attached a Due Diligence checklist and recommended the Advisory Committee complete this by the April Board meetings.

5. Board liability coverage: Motion to approve raising the Board Liability Coverage from \$100,000 to \$1,000,000 at an annual cost of \$717/year. Current insurance is with Utica National.  
Motion to approve: G. Francisco; second- P. Elliott  
Motion carried 6 Yes 0 No

6. Community requests: Mango read two letters: a suggestion to consider MacNamara's building as a new location for Maxwell Library and from the Friends of Maxwell Library an offer to look into the cost of replacement storm windows. Mango also read his response thank you letter he will send to the Friends.

7. Board discussed snow closing policy and whether Maxwell Library should align snow closing with the West Genesee School District. No changes to policy were made at this time.

8. Board discussed disposition of funds from book sales. Agreed to further review at subsequent meeting.

9. Appointment of new Maxwell Trustee  
Michael Dendis 1<sup>st</sup> term expires 1/2018

Director Benson informed Board that Library Advocacy Day in Albany is February 25, 2015. NYLA 2014 conference reports were submitted by Director Benson and Youth Services Librarian Rose Burdick.

Next meeting scheduled for Tuesday, February 17, 2015 6:00PM  
ADJOURNMENT: Meeting adjourned at 9:10 PM

Respectfully submitted,

*Peg Elliott*

Peg Elliott, Board Secretary