

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

Present: Trustees MJ. Copeland, P. Elliott, K. Northrop, D. Curran, M. Dendis, L. Lavender, S. York, L. Adorante, Maxwell Director K. Benson

Absent: G. Francisco

CALL TO ORDER: President Copeland at 6:00 PM

APPROVAL OF MINUTES:

March 16, 2015 Board Meeting minutes approved with corrections

Motion to approve as corrected: D. Curran; second S. York

Carried 8 Yes 0 No

TREASURER'S REPORT:

D. Curran presented Balance Sheet & Fund Balance. Statement of Monthly Revenue & Expenditures. Reported that library is ¼ through yearly budget at end of March. Designated funds were used to pay unbudgeted amount to increase liability insurance coverage. Finance Committee meets monthly to review expenditures in detail. After discussion, to provide all Board members a clearer understanding of library's finances, Director Benson agreed to send copy of monthly Transactions by Account to entire Board.

Motion to approve Treasurer's Report: S. York; second K. Northrop

Motion Carried 8 Yes 0 No

DIRECTOR'S REPORT:

Benson reported she and Fairmount Director, Paul Morrell, met with System liaison, Amanda Travis. Amanda is available to make presentation to Board on library re-chartering and sustainable funding. At OCPL Public Relations workgroup meeting the challenge of consistent program attendance was discussed. Also alternative website platforms. Mike Lisson continues work on the Maxwell audit; this may be completed by June. Current webmaster Mary Lou Rohner will resign June 4, 2015. Maxwell staff voted to spend \$2,900 of the book sale funds to upgrade the children's AWE Early Literacy Station. The Samsung Galaxy Tab 4 will be available for circulation to patrons.

Motion to add up to 10 hours/month to Mike Murphy's schedule after Mary Lou Rohner resigns in June so that he can assume the library webpage responsibilities: D. Curran; second L. Adorante

Motion Carried . 8 Yes 0 No

Director Benson initiated discussion of landscaping service contract, currently held by Harris Hill Landscaping which expires April 30, 2015. \$2565 was budgeted for 2015 for landscaping and snow removal contract. Benson stated she has not been pleased with the service from Harris Hill and suggested we consider MJ Mastiff Mowing & Lawn Services. Benson presented a copy of quote from Mastiff dated 4/17/15 which totaled \$2662.24 for landscaping services (no snow plowing). Benson will contact Mastiff to determine if he carries his own insurance.

Motion to hire Mastiff Mowing & Lawn Services, pending answer to insurance question, on a month to month basis, for some but not all of the services included in the price quote. A determination will be made in the Fall whether to contract with them again for 2016: MJ Copeland; second D. Curran

Motion Carried 8 Yes 0 No

Board discussed the Freegal music download service. Service is billed monthly. Vendor has increased their price per download.

Motion to let the remaining downloads exhaust and not renew the service: K. Northrop; second MJ Copeland

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Trustees M. Dendis and Director Benson will have a lunch meeting with County legislator Mike Plochocki on May1, 2015.

Trustees M. Dendis, L. Lavender and P. Elliott will attend the May 2015 Library Trustee Institute hosted in Syracuse this year.

FRIEND'S REPORT

Friends voted to donate \$1000 toward Summer Reading Program performers, \$532 to purchase two large print mysteries a month, and up to \$320 for the Book Page subscription.

OLD BUSINESS:

After discussion of schedules, the first Strategic Planning meeting was scheduled for April 30, 2015. Director Benson will email to entire Board copies of the SWOT Analysis library staff completed in Fall 2014.

Audit continues. Mr. Lisson should have report completed in May or June. Audit Report will be reviewed by the entire Board upon completion.

The Signature cards for First Niagara Bank were completed. P. Elliott will return to bank on 4/22/2015.

NEW BUSINESS:

Discussion of possible additions to library website: Maxwell's annual report, final Board meeting minutes after they have been approved, annual budget, some library policies [such as Meeting Room Use, Conflict of Interest], Strategic Plan.

MJ Copeland will provide copies Board's 2014 annual evaluation of Director and Director Benson's 2014 self evaluation to all Board members.

Director Benson will provide a current copy of the library staff roster and job descriptions to all Board members.

The following Committees have been formed:

- By-laws, Policies and Procedures/ long Range Planning Committee
- Public Relations Committee
- Buildings & Grounds Committee
- Finance and Resource Committee
- Friends' Liaison
- Nominating and Personnel Committee

Next meeting scheduled for Monday, May 18, 2015 6:00PM

ADJOURNMENT: Meeting adjourned at 8:40 PM

Respectfully submitted,

Peg Elliott

Peg Elliott, Board Secretary