

Maxwell Memorial Library

Board Meeting Minutes, Monday, March 20, 2017

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

Call to Order: 6:00 pm

Secretary's Report (Minutes): February meeting minutes approved.

*Motion to accept February 2017 minutes made by Mike Dendis, seconded by Donna Breen.
Unanimous vote in favor.*

Treasurer's Report: Michael Dendis presented February treasurers report:

- Income - \$35814.85
- Operating expense- \$47789.37
- Expenses over receipts \$11974.52
- Total assets - \$161470
- In March, transfer \$85000 from Geddes Bank to 1st Niagara for bill payments
- Question raised as to where we will get the money to cover the deficit. The library will receive funds in late September early October from the school budget referendum that will be voted on by taxpayers in May.
- The majority of our funds typically come in bulk sums.
- We did not spend the entire designated book purchase funds from 2016 due to the renovation.
- Disability insurance on track with budget.
- Book purchase budget a bit over budget but will even out as Katy "buys to budget."
- Water/sewer expenses (\$513 spent/ \$800 budgeted) – hoping this will even out over the remaining months. This includes annual sewer tax of \$470.

*Motion to approve Treasurer's report made by Susan York, seconded by Donna Breen.
Unanimous vote in favor.*

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

- There will be a change in invoice delivery and check processing going forward to ensure on time bill payments. All invoices will be given to Frank on Fridays; he in turn will deliver checks to the library for signing on Wednesday afternoons.
- Because we are no longer receiving funds from the town, we may begin our budget later if we want; this has been added to the overall board calendar.
- Britany Hewitt has taken a full time position thus will no longer be included on the library sub list. Katy will begin looking for a replacement as a "substitute clerk."

- Having boiler trouble due to a leak. Katy consulted with Cooney Heating who has recommended that since the winter season is just about over we wait until fall to fix or replace the broken parts. Katy will hold off until September at which time she will seek other quotes.
- Art hanging system – Jeremy should be done late March.
- Art committee to meet the second week of April to identify wall hangings to be displayed.

Motion made to approve the Director's report made by Lucille Adorante, seconded by Donna Breen. Unanimous vote in favor.

President's Report: President Steve Mallory

- May board calendar – discussing strategic plan, budget, and referendum.
- Kris Northrop needs to sign the Geddes Bank approved signee card.
- Next meeting Monday April 17

Friends Report:

- Approved wall art-hanging support
- Approved summer reading support
- Approved small chair purchase
- Geranium sale begins 4/10-5/12, pick-up on 5/20
- Poetry Day on April 12 from 3:30-7:30, people can sign up to come in and read a selected poem or one of their own. This is a joint program between the Friends and the Library.

Committee Reports:

- 403B Plan – Edward Jones representative came into meet with employees. The Library has no financial obligation
- Form 990 – Katy has reached out to Mike Lisson to see if he would be able to do this for us, have not heard back.
- Strategic Plan – Katy intends to work on the plan this week and make recommendations on how to proceed.
- Check signing – the designated signer will be responsible for signing checks for the time running meeting to meeting. Lucille Adorante is the March 20 – April 17 signer.

Old Business:

- Window coverings not eligible for grant money as it is not construction related. Per Frank, we should seriously consider slowing down our spending. We will table the topic of window coverings until fall.

Motion to table window-covering project to the fall and make the project part of the budget process made by Mike Dendis, seconded by Donna Breen. Unanimous vote in favor.

New Business:

- Library Renovation Open House – Katy to contact “Help by Marilyn” to see if their services are available to plan the open house. Suggested the open house be planned for a time when there are not school exhibits on display (sometime in May). Signage to be completed by end of April.
- Library Centennial Celebration – Maxwell Library was formed in 1918, Steve and Katy would like to look into holding a celebration next year. Staff member Rena Brower is interested in assisting.
- Accountant Back-up – Frank recommended the library consider looking into a back-up accountant and future options. Katy to ask Mike Lisson if he would be interested in being the back-up and future replacement. There is no intent at this point to replace Frank; the board is very grateful Frank brought up this topic.
- Financial Cash Flow – most of our money is received late September, we typically run a deficit until then. If the referendum passes, we will receive \$289079. It was suggested that in the next budget period, we tighten the belt, do a better job of mapping out expenses, and pay close attention to expenditures. Katy and Mike will ask Frank for ideas to help better plan out expenses.
- Yard maintenance – Mastiff Mowing Service has submitted a new contract for this season; estimate ranges from \$1770 - \$2040 depending on the extent of work done. This vendor is very responsible and reliable. Estimated cost to mulch this spring is \$285.

Motion to approve Mastiff Mowing Service proposal including laying new mulch this spring made by Susan York, seconded by Donna Breen. Unanimous vote in favor.

Motion to adjourn the March 20, 2017 meeting made by Donna Breen, seconded by Lucille Adorante. Unanimous vote in favor.

Adjournment: 7:23 pm.

Respectfully submitted: Kristen Northrop Co-Secretary

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