

MAXWELL MEMORIAL LIBRARY TRUSTEE MEETING

Minutes – Monday, April 17, 2017

Trustees Present: Lucille Adorante, Michael Dendis, Gloria Francisco, Steve Mallory, Kristen Northrop, Susan York

Absent: Donna Breen

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: Kristen Northrop, Co-Secretary

A motion was made by Lucille Adorante, seconded by Gloria Francisco to approve the minutes of the March 20 meeting. Motion carried unanimously.

Treasurer's Reports: Michael Dendis

March Financials were presented by Treasurer, Michael Dendis.

Balances as of March 31: First Niagara Checking: \$1,965.79; First Niagara Savings: \$52,030.38; Geddes Savings – Money Market: \$85,518.59; Petty Cash: \$50 for a total of \$139,564.76. Reports were reviewed, questions asked and answered.

A motion was made by Gloria Francisco with a second by Susan York to approve the March financial report as presented. Motion carried unanimously.

Director's Report: Katy Benson

Form 990: Frank sent all necessary information to Mike Lisson of GSA. Taxes are due tomorrow, April 18.

Job for part-time library clerk was posted 4/7. They received 17 applications and will be interviewing 8 candidates.

Patron Behavior Policy: Due to Katy's vacation, she didn't have time to work on this, but will present the new policy to the Board at the next meeting for a vote.

Referendum Update: Small changes were suggested which will be made and a new copy sent to the Board prior to the next meeting. Gloria will attend the WGCSD budget meeting on 4/25 and Katy will attend the referendum meeting on 5/3. Board Trustees were asked to attend either meeting, if possible.

Art Hanging System: Michael and Lucille will set a meeting with Katy to arrange the art work.

A motion was made by Michael Dendis with a second by Lucille Adorante to accept the Director's report as presented. Motion carried unanimously.

President's Report: Steve Mallory

June Board calendar was reviewed. It was decided to move the Budget from June to July. There will be no construction grants so this will be removed from the calendar.

Next Meeting: Monday, May 15, 6 pm.

Checking & Savings Signature Status – Signature cards have been signed by all officers.

Friends of the Library Reports: No Friends representative was present

Lucille attended the last Friends meeting where the Mayor of Camillus spoke. They will be doing the geranium sale again. Forms can be found on the Maxwell web site. Poetry reading went well.

Committee Reports

Wall art hanging system and Form 990 discussed under the Director's report.

Strategic Plan – Katy Benson

Plan and survey were discussed. Focus groups should be formed in the next two weeks. Everyone agreed that Katy should go ahead with what she has proposed. Everyone will look at the link and get back to Katy right away with comments. Steve volunteered to help.

Check signers for the next 4 weeks – Michael Dendis and Susan York

OLD BUSINESS

Library Renovation Open House: Katy Benson, Board

After much discussion, it was agreed that we did not need an "official" open house. *A motion was made by Gloria Francisco, seconded by Kristen Northrop to not have an open house. Motion carried unanimously.*

Library Centennial Celebration: Steve Mallory, Board

Steve met with Rena several times to brain storm about a Library Centennial Celebration – May 2018. A formal presentation of ideas will be presented in the near future.

Accountant Back Up: Michael Dendis, Katy Benson

Frank has requested the Board consider having someone be his back up for when he no long is able or wants to work for the Library. Susan York volunteered to be a back up – learn in more detail what Frank does for the Library and put a QuickBooks back up of the Library financials on her computer.

A motion was made by Gloria Francisco with a second by Kristen Northrop to accept Susan's offer to voluntarily learn Frank's job. Motion carried unanimously.

Financial Cash Flow: Michael Dendis, Katy Benson

Frank is very concerned about The Library's cash flow and encourages us to consider cutting the budget, along with personnel hours. This was discussed by the Board and it was agreed that we need to be aware of this situation and be diligently looking for ways to cut costs. We need \$26,000 per month to run the library. Future fund raising was discussed.

NEW BUSINESS

Recruitment of new clerk & Behavior Policy Revision: Katy Benson, Board

Both items were discussed during the Director's report

Camillus Parade: Katy Benson, Board

A motion was made by Gloria Francisco with a second by Lucille Adorante to contribute \$50 to the Camillus Parade. Motion carried unanimously.

A motion was made by Lucille Adorante with a second by Michael Dendis to adjourn the meeting at 7:45. Motion carried unanimously.

Respectfully submitted,
Susan York, Co-Secretary

Next Meeting: Monday, May 15, 2017, 6 pm