

**MAXWELL MEMORIAL LIBRARY TRUSTEE MEETING**  
**Minutes – Monday, October 16, 2017**

**Trustees Present:** Lucille Adorante, Donna Breen, Gloria Francisco, Steve Mallory, Sue Mezey, Susan York

**Absent:** Michael Dendis, Kristin Northrop

**Staff:** Katy Benson, Director

The meeting was called to order by President, Steve Mallory at 6:00 pm.

**Review of Prior Month's Trustee Meeting Minutes: Susan York, Co-Secretary**

*A motion was made by Steve Mallory with a second by Gloria Francisco to dispose with the reading of the minutes. Motion carried unanimously.*

*A motion was made by Lucille Adorante with a second by Donna Breen to approve the minutes of the September 18 meeting. Motion carried unanimously.*

**Treasurer's Reports: Presented by Steve Mallory in Michael's absence**

Balances as of September 30: Key Bank Checking: \$2,722.83; Key Bank Savings: \$14,818.14; Petty Cash: \$50. Total Funds Balance & Equity: \$17,590.97

Referendum money of \$289,079 was received.

*A motion was made by Gloria Francisco with a second by Donna Breen to approve the September financial report as presented. Motion carried unanimously.*

**Director's Report: Katy Benson**

Katy reported that Mike Lisson thought there would be no problem with changing the fiscal year and that it should be started right away. We would need to inform the NYS Department of Education and update our bylaws (Article X). He is willing to help with this.

Murray's repaired the boiler and did winter maintenance for \$150 plus parts.

Other items from the Director's report will be discussed later in the meeting.

*A motion was made by Donna Breen with a second by Lucille Adorante to approve the Director's Report. Motion carried unanimously.*

**President's Reports – Steve Mallory**

Steve would like to hold a special board meeting in December, date to be determined.

Annual Holiday Party for employees and volunteers will be held Sunday, December 3, 2-4 pm. Donna Breen & Lucille Adorante volunteered to co-chair this event. Donna and Lucille will have a sign up sheet at the next meeting.

Next Meeting: Monday, November 27, 6 pm.

**Friends of the Library Report: Lucille Adorante**

Katy received a phone call and they would like to do a 50/50 raffle to raise funds for window shades. This will be done in the Library.

10/21 they will have an open house from 12-2. Lucille encouraged Trustees to attend, if possible.

To date, they have donated \$3,824 (\$1200 summer reading program; \$630 portion of art hanging system; \$1919 for the furniture in the Friends alcove; \$75 DVD player).

**Committee Reports****Strategic Plan:** Katy Benson

Content was reviewed and questions asked. Everyone liked the mission statement and thought Katy did a great job.

*A motion was made by Sue Mezey with a second by Gloria Francisco to approve the Strategic Plan as presented. Motion carried unanimously.*

**Second Check Signers:** Lucille Adorante will be the second check signer from now until our next meeting 11/27.

**Fundraising letter appeal & mailing list:** Lucille Adorante

Letters are printed and folded, but the mailing labels were not available for us to get started tonight. Lucille will contact Michael.

Pete & Katy have been working on the web site donation page. Pay Pal needs to be put in someone else's name. It was decided to wait and see when we have a new Director and make the change then. It was also mentioned that any credit cards need to be changed as well.

**Fundraising & Gifts Program Ideas:** Katy Benson

Nothing was received in writing. Katy was asked to pass on to the board anything that seems to make sense for us.

**Document retention & repository:** Steve Mallory

Steve thanked everyone for their comments. He will send a clean copy to the board for approval at next month's meeting.

**Library Centennial Celebration:** Steve Mallory, Rena Brower

Steve reviewed what has been done. He sent the Trustees the library flag which will be 2'x3' and will include a flag holder. Cost is around \$130.

Date: Friday, May 18 & Saturday, May 19, 2018

Entertainment was discussed – balloon man, musicians.

To date budget is around \$1,400

**New Director Search: Kristen Northrop, Steve Mallory**

Six candidates applied. Rena and Melissa are also on the committee along with Kristen and Steve. Cutoff date is 10/21. Trustees will be notified when candidates will be interviewed.

## **OLD BUSINESS**

### **2018 BoT Calendar:** Steve Mallory

Proposed calendar will change to a 10/1 – 9/30 fiscal year. He has set the calendar up with duties divided between all the Trustees. Vice President will be responsible for fund raising. Next month we will vote on the calendar.

### **Budget review:** Katy Benson, Michael Dendis

10/1/17-9/30/18 budget was presented and reviewed. Questions were answered. The budget with changes made will be presented next month and voted on.

### **Window Coverings:** Katy Benson

*A motion was made by Gloria Francisco with a second by Donna Breen to approve Option 2: Bulk Order for \$2,207 for 12 window screens. Motion carried unanimously.*

### **EXECUTIVE SESSION:** Professional employment review

*A motion was made by Steve Mallory with a second by Lucille Adorante to move to Executive Session. Motion carried unanimously.*

*A motion was made by Steve Mallory with a second by Lucille Adorante to return to the business portion of the meeting.*

## **ADJOURNMENT**

*A motion was made by Gloria Francisco with a second by Donna Breen to adjourn the meeting at 8:15 pm. Motion carried unanimously.*

**NEXT MEETING:** Monday, November 27, 2017, 6 pm

Respectfully submitted, Susan York, Co-Secretary