

Maxwell Memorial Library Monthly Meeting

Minutes Monday, December 18, 2017

Present: Trustees, Sue Mezey, Mike Dendis, Gloria Francisco, Steve Mallory, Lucille Adorante, Donna Breen, Kris Northrop; Director Amanda Perrine

Absent: Susan York

Call to Order: 6:01 pm

Motion to dispense with the reading of the November 2017 meeting minutes made by Steve Mallory, seconded by Mike Dendis. Unanimous vote in favor.

Motion to accept November 2017 meeting minutes made by Donna Breen, seconded by Gloria Francisco. Unanimous vote in favor.

Treasurer's Report: Presented by Michael Dendis

- November end balance - \$254369.25
- November revenue - \$1,461
- November total operating expenses – \$29,368
- November expenses over receipts - \$29,907

All budget categories are on track.

Donations received tally \$5305 to date. Estimated expenditures for the fundraising mailing \$1400-\$1500; 125 people have donated to date. Details on the cost of the mailing to follow later.

Director Perrine has several ideas on how to improve the fundraiser mailing process for next year.

Motion to approve the November treasurer's report made by Sue Mezey, seconded by Lucille Adorante. Unanimous vote in favor.

Director's Report: Presented by Director Amanda Perrine

- Director Perrine submitted her first report, indicates the style and formatting will evolve the next few months. She reminds all that this report is considered a public document.
- Amanda has contacted Spectrum and had the \$9/month tax removed due to our tax-exempt status. She has also contacted the Post Standard and changed to electronic billing thus eliminating the \$1 fee for paper billing.
- The director has been meeting with staff to begin building relationships, gaining insight on things to move on in the future.
- Fairmount Public Library has officially posted their job opening for a new Director.
- Amanda and staff will implement a "Patron of the Month" program spotlighting book recommendations. To begin, Amanda, Rena, and Tonya will help identify patrons to participate; patrons can also volunteer to be featured.

- In January, Amanda plans to update the Library's computer use policy to allow all patrons access to our computers regardless if they have a book fine on record.

Motion to approve Director Perrine's November Director's report as presented made by Gloria Francisco, seconded by Donna Breen. Unanimous vote in favor.

Second Check Signer: Kris Northrop will be the check signer effective 12/18/17-1/22/18.

Motion to dispense with the remainder of the November meeting agenda to go into executive session made by Mike Dendis, seconded by Gloria Francisco. Unanimous vote in favor.

Motion to return to the November meeting agenda made by Steve Mallory, seconded by Gloria Francisco. Unanimous vote in favor.

Motion to adjourn the November meeting made by Steve Mallory, seconded by Donna Breen. Unanimous vote in favor.

Adjournment: 6:55 pm.

Respectfully submitted: Kristen Northrop Co-Secretary

Next meeting: January 22 at 6:00 pm