

MAXWELL MEMORIAL LIBRARY
MONTHLY MEETING'S MINUTES
Monday, August 20, 2018

PRESENT: Trustees: Lucille Adorante, Donna Breen, Michael Dendis, Cynthia Drake, Barb Parsons, Sue Mezey
Director: Amanda Perrine

ABSENT: Trustees: Megan Glass

CALL TO ORDER: 6:00PM

REPORTING:

Motion was made to dispense with the reading of and the acceptance of minutes from the June 18th meeting by Sue Mezey , seconded by Barb Parsons. Unanimous vote in favor.

TREASURER'S REPORT: Presented by Michael Dendis

- * July 31 end balance - \$60,565.41
- * July 31 revenue - \$2,300
- * July 31 total operating expenses - \$26,930
- * July 31 expenses over receipts - \$24,630

Motion to approve treasurer's report as read was made by Donna Breen, seconded by Barb Parsons. Unanimous vote in favor.

DIRECTOR'S REPORT: Presented by Amanda Perrine

- * Changed Saturday rotation so there are always 3 staff members on.
- * Received the grant from Sen. De Francisco for \$1,000.
- * Received the NYS Aid check for \$5,131.80.
- *Received a check from the Camillus Homeowners Association for \$5,500. Amanda will be speaking at their last meeting on October 11th.
- * Contacting the Camillus Highway Dept. re: getting a universal library on the corner.
- *Towpath Day was a very nice program.
- * Amanda will speak at the Historical Society meeting in November and the Geneological Society meeting in September.
- * Library received a very large donation of craft supplies. Much appreciated.

STRATEGIC PLANNING:

- * Appointed Cynthia Drake and Barb Parsons coordinators.
- * Mike Dendis will assist Amanda in revising the employee handbook.

VOTE REQUIRED:

- *Richelle Jenkins to be named permanent part time staff member.
Motion to accept made by Sue Mezey, seconded by Cynthia Drake. Unanimous vote in favor.
- * Amanda to attend NYL conference in Rochester 11/7 – 11/10. Need for approx. \$600 for expenses.
Motion to accept made by Barb Parsons, seconded by Donna Breen. Unanimous vote in favor.
- * Change date library to be closed to November, 23, 2018 and date to be open to December 26,2018.
Motion to accept made by Sue Mezey , seconded by Mike Dendis. Unanimous vote in favor.
- Motion to accept the entire Director's report made by Mike Dendis, seconded by BarbParsons.

Unanimous vote in favor.

PRESIDENT'S REPORT: Presented by Lucille Adorante

* Need to revise and update fundraising appeal letter. Amanda, Megan, Mike, and Lucille will work on this.

Visual of "book shelf" noting donor names was suggested for this year.

Mailing list has approx. 200 business names.

* Director's review evaluation forms will be sent out to all trustees. Will be discussed in Oct. meeting, filled out for Nov. meeting, tabulate scores in executive session, then present to Amanda in Dec.

Motion was made to accept by Donna Breen, seconded by Mike Dendis. Unanimous vote in favor.

FRIENDS OF THE LIBRARY REPORT: Presented by Barb Parsons

* Dessert party was a success, with several prizes awarded.

* July's fund raiser, Delta Sonic \$5 cards, was sold out, earning \$500.

* Firehouse Subs fund raiser still to be planned and implimented.

OLD BUSINESS:

Amended MOU was read and motion to accept was made by Mike Dendis seconded by Donna Breen. Unanimous vote in favor,

NEW BUSINESS:

* Budget shows a \$50,000 increase from West Genesee Central School District.

* To be considered in budget study: 403B up to a 5% match (\$10,070) for whole staff with some regulations and health insurance for Amanda of \$4,800.

* Put aside \$1,000 for future technology purchases.

* Put aside \$5,000 for future building projects

Motion to switch to Paychex from Carouso effective October 1st for payroll was made by Sue Mezey, seconded by Barb Parsons. Unanimous vote in favor.

* Discuss and approve budget before annual meeting.

* Staff paid holidays and snow days policy to go in handbook with personnel costs. If person is scheduled to work, then he/she will be paid.

EXECUTIVE SESSION: Motion to temporarily close regular meeting and go to executive session to discuss staff issues was made by Sue Mezey, seconded by Mike Dendis. Unanimous vote in favor.

Motion to close executive session to return to regular meeting was made by Sue Mezey, seconded by Mike Dendis. Unanimous vote in favor.

ADJOURNMENT: 8:00PM

Motion to adjourn was made by Cynthia Drake, seconded by Barb Parsons. Unanimous vote in favor.

Respectfully submitted:
Donna Breen, Secretary

