MAXWELL MEMORIAL LIBRARY
BOARD OF TRUSTEES
MONTHLY MEETING'S MINUTES
Monday, November 19, 2018

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

CALL TO ORDER: 6:00 PM

REPORTING:
Motion was made to forego the reading of and approve the minutes as written of the
meeting of October 15, 2018 by Mike Dendis, seconded by Barb Parsons.
Unanimous vote in favor.

TREASURER'S REPORT: Presented by Mike Dendis
    * October 31 end balance - $335,171.64
    * October 31 revenue - $340,265.00
    * October 31 total operating expenses - $27,158.00
    * October 31 expenses over receipts - $313,107.00
Retained earning $22,000.00

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

DIRECTOR'S REPORT: Presented by Amanda Perrine
    *The library's sexual harassment policy will be updated at a staff mtg in Dec.
      Videos can be used in the future, merge with other libraries
    *The parking lot has been paved.
    * Library will be checked yearly for bedbugs
    *Amanda is now the president of NYLA's Leadership and Management Section and
      a member of NYLA's Council.
    * Discussion to hire a part -time permanent clerk for Thurs. night , Friday, and one Sat
      a month (for $6,500 beginning January 1st).
              VS
    Adding subs, which would mean a lack of consistency. Less money , but harder to
    count on.
Motion was made to hire a part-time permanent clerk by Sue Mezey, seconded by
Barb Parsons. Unanimous vote in favor.

PRESIDENT'S REPORT: Presented by Lucille Adorante
    *There will be no December board meeting.
    * The board will host a holiday party December 1, from 3-5 for the staff, volunteers,
      and Friends of the Library. Discussion about what each board member would bring
      and set-up times.

FRIENDS OF THE LIBRARY REPORT: Presented by Barb Parsons
    * Barb and Donna represented the board at their anniversary party reception.

*After their January 8th meeting, Amanda, Lucille and Barb will meet with the Friends
   to finalize the MOU.
* Jim Teske from Channel 9 weather spoke at their last meeting and brought calendars.

OLD BUSINESS:
   * First Annual Appeal thank you letter signing party will be Tues., Dec 4th. Board members
      who will sign are Barb Parsons, Donna Breen, and Sue Mezey.
   *Handbook revision discussion is moved to January meeting.

NEW BUSINESS:
   * New Board of Trustees Handbooks were distributed. Instructions to throw out the old ones.
   *The 2019 Holiday Closing Dates list was presented.
    Motion was made to approve dates as read by Sue Mezey, seconded by Donna Breen.
    Unanimous vote in favor.
   *The 2019 Board Meeting Dates list was presented and revised.
      Jan . 21 meeting, will now be Jan. 14(due to Martin Luther King observance)
      The February and July meetings were deleted.
   Motion was made to approve the revised dates by Mike Dendis, seconded by Barb
   Parsons. Unanimous vote in favor.
   *Bids for library cleaning were presented.
         Dream Achiever Cleaning Services (current) $230 per week , $920 per month
         Completely Clean Service $140 per week, $560 per month
         Amanda will check references and with Susan at Onondaga Free Library.
         Official approval in January.
   *Bids for copier were presented.
         BME: $169 for lease, $156 for service and supplies = $325 per month
         Usherwood: $300 per month. In discussion this one would offer 3 new machines,
                  buy out rest of lease , copy in color , and copy big tabloid sheets. It
                  offers a five year contract.
   Motion was made to approve the signing of 5 yr contract with Usherwood by Mike Dendis,
   seconded by Barb Parsons. Unanimous vote in favor.

Motion was made to move to executive session by Sue Mezey, seconded by Donna Breen.
Unanimous vote in favor.

Motion was made to leave executive session and return to regular session by Mike Dendis,
seconded by Sue Mezey. Unanimous in favor.

ADJOURNMENT: 7:50 PM
   Motion was made to adjourn regular meeting by Mike Dendis, seconded by Barb Parsons.
   Unanimous vote in favor.

Respectfully submitted,
Donna Breen , Secretary