

MAXWELL MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
MONTHLY MEETING'S MINUTES  
Monday , January 14, 2019

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

ABSENT: Trustees: Michael Dendis, Barb Parsons

CALL TO ORDER: 6:05 PM

REPORTING:

Motion was made to forego the reading of and approve the minutes as written of the meeting of November 19, 2018 by Sue Mezey, seconded by Cynthia Drake.  
Unanimous vote in favor.

TREASURER'S REPORT:

Due to the absence of the Treasurer, a motion was made to table this report to the March meeting by Sue Mezey, seconded by Megan Glass. Unanimous vote in favor.

DIRECTOR'S REPORT: Presented by Amanda Perrine

- \* Rena and Pete to have more professional training.
- \* Plans to set the meeting date with Marcellus and Skaneateles libraries to have joint meeting on Sexual Harassment training.
- \* The new System Contact person for OCPL, Amanda Schiavulli, has a very impressive resume/application. She appears to be a good fit.
- \* So far the amount donated to our Annual Appeal is \$4,235  
The "Book Shelf" on the wall behind the desk in recognition of the donations will be made from book cut-outs.
- \* A new clerk for the circulation desk ( part time including Saturdays) has been chosen. Sara Alfaro is a student at SU in the MLS program.

Motion was made to accept this appointment as of January 16<sup>th</sup> by Megan Glass and seconded by Donna Breen . Unanimous vote in favor.

- \* Amanda is checking with TDK Engineering to see if it is possible to expand the library upward ( second floor) instead of outward.
- \* Margaret Little, a retired librarian, has applied for a sub position. We will keep her name on file at this time.
- \* Calls have been made to check the possibility of getting a new furnace.

Motion was made to approve the reading of the Director's report by Sue Mezey and seconded by Cynthia Drake. Unanimous vote in favor.

FRIENDS OF THE LIBRARY REPORT: Presented by Lucille Adorante.

- \* In meeting with the Friends the MOU was finalized.  
Two changes in wording: first one dealt with the offer of a wish list presented to the Friends in Feb, June and Oct which will include amount and purpose of the request. Second change is to say the organization " may legally" dissolve.

**PRESIDENT'S REPORT:** Presented by Lucille Adorante

\*There will be no February board meeting. The next meeting will be March 18<sup>th</sup>.

\* There is a need for another member of the Board of Trustees to be able to sign checks for the Key Bank account. Susan Mezey offered to be that person.

Motion was made to have another officer of the Maxwell Board of Trustees able to sign checks. Susan Mezey is so appointed. Motion was made by Megan Glass and Seconded by Cynthia Drake. Unanimous vote in favor.

**OLD BUSINESS:**

\* In looking at the Complaint Form for Reporting Sexual Harassment, the word "Model" is to be removed. Any complaints are to be submitted to Amanda or Lucille.

Motion was made to adopt this form to our Sexual Harassment policy by Sue Mezey, seconded by Megan Glass. Unanimous vote in favor.

**NEW BUSINESS:**

\* Amanda explained to us the process for acquiring books for the library. She used a Patterson book as example. She studies the Library Journal's articles and book reviews. Rena assists with a spread sheet. Amanda checks to see how many holds in our library and OCPL for the book. This helps in figuring how many books to order. Not many non-fiction or graphic novels are ordered. Orders are placed with Baker and Taylor. She also reads "advance reader copies" on Kindle or pod casts.

\* The Tax Cap for 2019 is 2%. Therefore we need to ask for \$345,860.00 to account for that in the next referendum vote for West Genesee Central School District.

Motion was made to make that request by Cynthia Drake, seconded by Sue Mezey. Unanimous vote in favor.

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

Motion was made to leave executive session and return to regular session by Sue Mezey , seconded by Cynthia Drake. Unanimous vote in favor.

**ADJOURNMENT: 7:25 PM**

Motion was made to adjourn the regular meeting by Megan Glass, seconded by Donna Breen. Unanimous vote in favor.

Respectfully submitted,  
Donna Breen, Secretary

