

MAXWELL MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
MONTHLY MEETING'S MINUTES  
Monday, March 18, 2019

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

ABSENT: Trustees: Megan Glass

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 January 14, 2019 by Sue Mezey, seconded by Barb Parsons.  
Unanimous vote in favor.

TREASURER'S REPORT: Presented by Mike Dendis.

\* Items as of January 31<sup>st</sup>:

End Balance \$247,595.79  
Revenue \$923.00  
Total Operating Expenses \$30,638.00  
Expenses Over Receipts \$29,715.00

\* Items as of February 28<sup>th</sup>:

End Balance \$224,033.16  
Revenue \$2,761.00  
Total Operating Expenses \$26,324.00  
Expenses Over Receipts \$23,563.00

\* Total expenses to date are 40% of the budget

\* Fundraising thus far in 2019 : \$4,210.00

Motion was made to accept the Treasurer's report for both January and February by Donna Breen, seconded by Sue Mezey. Unanimous vote in favor.

DIRECTOR'S REPORT: Presented by Amanda Perrine

\* New appointees: Clerk- Margaret Little  
Internship – Sara Alfaro

\* Annual report has been submitted

\* Helio Health will be bringing a van to our parking lot on Wed. from noon to 3 to take walk-ins for mental health and substance abuse. In-takes will be done if necessary. This service has been advertised in Maxwell newsletter and Eagle Newspaper. Westside Support Group is in favor of this program.

\* New copy machine and printers working well. Front window shades also installed.

\* Money received: Final donation from Camillus West HOA , \$826  
Final 10% of state aid for 2018, \$570.20

Motion was made to approve the reading of the Director's report by Mike Dendis, seconded by Cynthia Drake. Unanimous vote in favor.

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

- \* Next meeting will be Monday, April 15<sup>th</sup>
- \* In reviewing April's calendar, it was mentioned that we need to consider construction grants and hire a firm for the 990.

**FRIENDS OF THE LIBRARY REPORT:** Presented by Barb Parsons

- \* No March meeting due to inclement weather.
- \* Next meeting Wed. April 3<sup>rd</sup>. Mayor Patricia Butler- Rhoades will be the speaker.
- \* Accepted a new member.
- \* MOU accepted.
- \* Pot O' Gold 50/50 raffle made \$176.
- \* Funds: \$265 to library for new shades.
- \* Plans for yearly geranium sale . Forms available mid-April.

**OLD BUSINESS:**

- \* Amanda will call key Bank to check on when and how Sue Mezey can be noted on our account as a signatory.
- \* Skaneateles Library is teaming up with Marcellus Library to present a session in Sexual Harassment Training. It will be held in Marcellus at 6:00PM on May 9<sup>th</sup>. Maxwell Library will close at 5:30 that day so all can attend.

**NEW BUSINESS:**

- \* Annual Report has been submitted for approval by OCPL.

Motion was made to approve the Annual Report by Sue Mezey , seconded by Donna Breen. Unanimous vote in favor.

- \* Discussion as to whether it is permissible to take pictures of library patrons using the library. Amanda will double check with our lawyer before making it a policy.
- \* New clerk , Margaret Little, is a retired school librarian and is on the Board of Education at Homer Public Schools.

Motion was made to approve the hiring of Margaret Little by Barb Parsons, seconded by Cynthia Drake. Unanimous vote in favor.

- \* Discussion of possible construction grant projects: Cynthia and Amanda have met re: these possibilities:

Consider moving up. Second plan discussion in 5 year plan.

Electric sign in front of library:

Sign would cost approx. \$30,000 for sign similar to church next door., with \$7,500 coming from us.

Ask town and village councilman to come to a meeting to discuss.

Rotary is planning new signage throughout the village. Perhaps they could contribute.

Perhaps the Friends could contribute.

Check with zoning board.

Amanda will bring actual bids for grants next month.

**ADJOURNMENT:** 7:12 PM

Motion was made to adjourn the meeting by Donna Breen, seconded by Barb Parsons. Unanimous vote in favor.

Respectfully submitted, Donna Breen , Secretary

