

MAXWELL MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
MONTHLY MEETING'S MINUTES  
Monday, June 17,2019

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

ABSENT: Trustees: Lucille Adorante, Megan Glass

CALL TO ORDER: 5:56 PM

VISITOR ACKNOWLEDGMENT : Cheryl Robinson

REPORTING: Motion was made to forego the reading of and approve the minutes of the meeting of May 20, 2019 by Mike Dendis, seconded by Barb Parsons. Unanimous vote in favor.

TREASURER'S REPORT: Presented by Mike Dendis.

Items as of May 31<sup>st</sup>, 2019:

End Balance : \$135,971.02

Revenue : \$1,287.00

Total Operating Expenses : \$34,930.00

Expenses Over Receipts: \$33,643.00

Motion was made to accept the treasurer's report for May by Donna Breen, seconded by Cynthia Drake. Unanimous vote in favor.

DIRECTOR' REPORT : Presented by Amanda Perrine.

- \* Lauren Moore, executive director of Pioneer System, will be the new NYS librarian, effective 8/1.
- \* Attended Friend's Meeting 6/4. Discussed the sign and announced the board will be stepping down as of 1/7/20.
- \* Attended the "Getting Started : Creating and Sustaining a Friends' Group for your Library" workshop from CLRC on 6/7. Good info and good ideas.
- \* Attended the " Central NY Digital Inclusion Coalition Presents Census 2020 Summit" 6/12. Libraries will be playing a big part in this census, as the main way to fill this out is online. Training of staff to help those with no computer will take place this fall. One computer will be reserved for just this purpose.
- \* The tax referendum passed on 5/21.
- \* The front shelf will now be used for monthly themes . June is for Pride Month.

Motion was made to approve the Director's report by Mike Dendis, seconded by Barb Parsons. Unanimous vote in favor.

PRESIDENT'S REPORT: Presented by Sue Mezey (VP) in Lucille Adorante's absence .

- \* July-August Board Calendar: Fundraising Committee to draft patron letter and business fundraising letter. Review letters and annual appeal mailing list prepared. Review Director performance.
- \* Next meeting will be Monday, August 19,2019. There is no July meeting .

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

- \* The board will be stepping down as of 1/7/20. Mary ~~June~~ Rohner retired. Joyce Fooks will now be our contact.
- \* The 16<sup>th</sup> annual geranium sale-- 1,584 plants !
- \* Memorial Day Parade: Gave out balloons, spinners, flags, water bottles, and Summer Reading brochures.
- \* There will be no meeting in July. Annual summer picnic will be planned.

**OLD BUSINESS:**

- \* Electric sign plans are canceled this year due to limited construction grant funds.
  - \* Fund Development Meeting: Megan, Mike, Lucille ,and Amanda.  
Recommendation was made to expand into other fundraising, dividing year into one fund raiser for each quarter .
    - Fall: Basket Raffle: Each board member to donate one gift basket ( at least \$50 amt).  
Letter created to take to potential sponsors for donations.
    - December: Annual appeal letters to individuals and businesses sent out.
    - Feb/March : Read-A-Thon. Credit of number and types of books read. Pledged monies for reading would go to the library.
    - Summer: Event for adults. Wine tasting. Charge \$ . Summer reading kick-off.
- Goal for the year from these four fund raising projects is \$10,000!!!

**NEW BUSINESS:**

- \*Adult Summer Reading Challenge. Discussed associated events and activities.
- \* Childrens' Summer Reading Program (during July and August) Lots of events. Colorful trifolds available for both.

**GUEST COMMENTS:** Cheryl Robinson questioned where the new " NO SMOKING" signs were. Amanda explained that the OCPL had ordered them, and they should be available later this week.

**EXECUTIVE SESSION:**

Motion was made to leave regular session and go to executive session by Cynthia Drake , seconded by Barb Parsons at 6:45PM. Amanda was invited. Unanimous vote in favor.

Motion was made to leave executive session and return to regular session by Mike Dendis, seconded by Cynthis Drake at 6:57PM. Unanimous vote in favor.

**ADJOURNMENT: 7:00 PM**

Motion was made to adjourn the meeting by Cynthia Drake, seconded by Mike Dendis. Unanimous vote in favor.

Respectfully submitted,  
Donna Breen, Secretary

