

MAXWELL MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
MONTHLY MEETING'S MINUTES  
Monday, August 19,2019

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

Director : Amanda Perrine

ABSENT: Trustees: Megan Glass

CALL TO ORDER AND WELCOME : 6:00PM

REPORTING: Motion was made to forego the reading of and approve the minutes of the meeting of  
June 17,2019 by Mike Dendis, seconded by Barb Parsons. Unanimous vote in favor.

TREASURER'S REPORT: Presented by Mike Dendis

Items as of July 31, 2019:

End Balance : \$84,586.43

Revenue: \$421.00

Total Operating Expenses: \$28,883.00

Expenses Over Receipts: \$28,462.00

Motion was made to accept the treasurer's report for July by Sue Mezey, seconded  
by Donna Breen. Unanimous vote in favor.

DIRECTOR'S REPORT: Presented by Amanda Perrine.

\* ADMINISTRATION : Staff was great handling the results of the Ransomware attack on  
OCPL.

2,600 items needed to be checked in. The Board sent the staff a thank you from  
Edible Arrangements. E-mail still down.

Fiscal year will be over September 30<sup>th</sup>.

\* FINANCIAL: NYS aide check arrived for \$5,135.00

Book sale numbers and Hoopla are both up.

\* BUILDING AND GROUNDS: Need a new lawn care company and new carpet  
cleaners. Amanda is searching for both.

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

PRESIDENT'S REPORT: Presented by Lucille Adorante

\* Fundraising committee Meeting September 12<sup>th</sup> at 11:00 to go over the appeal letter.

It will be finalized and approved in October so that it can be sent out.

\*Mailing list is already done, but we may want to add a couple of districts to target  
for our letters.

\*Will need to add new patrons to our list.

\*Director's review will stay with the January- December year.

\*Next BOT meeting will be Monday, September 16<sup>th</sup>.

FRIENDS OF THE LIBRARY REPORT: Presented by Barb Parsons

\* They had an August 6<sup>th</sup> social event ,and Joyce Fooks is our liaison.

**OLD BUSINESS:**

**\*Fall Fundraiser-- Basket Raffle**

Each board member described the basket theme they would be obtaining.

Baskets due at next board meeting.

Discussed the raffle tickets which be sold in the library.

Need to attach description and value.

Baskets to be displayed end of Sept – mid Oct.

Baskets will be displayed around the library , with receptical for tickets.

Will need to decide on drawing date Mid Oct.

**NEW BUSINESS:**

**\*Nominating Committee--** Discuss change to by-laws to not limit the number of terms to be served by board members. Too restrictive now.

**\*Internship for Sara Alfaro, Clerk**

Second internship on Collection Development Policy

Discussed the scope of collection and why we keep what we keep.

Motion was made to accept this policy as read by Sue Mezey , seconded by Barb Parsons. Unanimous vote in favor.

**\*Social Story: Nine page snap shot of "This is my Library"-Maxwell Memorial Library**

Pages document the accessibility , inclusion, and diversity of the library.

An example: Someone on the autism spectrum could be uncomfortable using the library. They could be walked through the library, so children and adults could become familiar and comfortable.

Pictures of the library building, the director,the children's librarian, and the technical librarian are included.

**\*2019-2020 Budget--** reviewed line by line. Final discussion and vote in Sept.'s Meeting.

**\*Amanda's Professional Development for 2019-2020**

NYLA Council Meeting in Saratoga, Nov 13-15. She would need a two-night stay.

Friday to introduce the speaker, and to attend the trade show.

PLA Conference 2020 in Nashville. Early Bird Price is \$1,500 for Wed.-Sat.

\$4,000 allocated in budget for all professional development for 2019-2020.

This includes the PLA and NYLA for Amanda , and the NYLA for Melissa.

**\*Library E-mail**

G-Suite is free for-non profits and would include e-mail addresses for director, youth services , and can be labeled specifically for the rest of the library staff.

@maxwellmemoriallibrary.org

Motion was made to approve the acquisition of G-Suite by Mike Dendis, seconded by Donna Breen. Unanimous vote in favor.

**ADJOURNMENT : 7:54PM**

Motion was made to adjourn the meeting by Mike Dendis, seconded by Barb Parsons.

Unanimous vote in favor.

Respectfully submitted,

Donna Breen, Secretary

