

**MAXWELL MEMORIAL LIBRARY
BOARD OF TRUSTEES
MONTHLY MEETING'S MINUTES
Monday September, 16,2019**

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

Director: Amanda Perrine

ABSENT: Trustees: Megan Glass

CALL TO ORDER ; 5:57 PM

VISITOR WELCOME: Robin Pierre

SPEAKER: New Member Services Coordinator: Amanda Schiavulli (OCPL)

She explained Trustee Essentials Workshop

Learn* Explore * Create

Section 1 – General Information about NYS libraries

Section 2-- Duties and Responsibilities for Library Director, Trustees, and Friends

Explained Expectations and Legally Enforceable Policies

REPORTING :

Motion was made to forego the reading of and approve the minutes of the meeting of September 16, 2019 by Barb Parsons, seconded by Sue Mezey. Unanimous vote in favor.

TREASURER'S REPORT : Presented by Mike Dendis

Items as of August 31, 2019:

End Balance : \$64,386.10

Revenue : \$6,568.00

Total Operating Expenses : \$26,768.00

Expenses Over Receipts : \$20,200.00

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

DIRECTOR'S REPORT : Presented by Amanda Perrine

*** ADMINISTRATIVE:**

Summer reading numbers were up

Our year will end September 30th

Sept. 10th OCPL – system retreat on Change Management and Computer Safety.

Overdrive and Hoopla back up, catalog is slow, and onlib e-mail still out.

*** FINANCIAL:**

Ed O'Hara , former board President, passed. Maxwell listed as a place for donations.

***BUILDINGS AND GROUNDS :**

No smoking signs are up.

***OUTREACH:**

Attended Rotary Meeting, August 20th and Historical Society , September 16th.

Motion was made to approve the director's report by Mike Dendis, seconded by Sue Mezey. Unanimous vote in favor.

PRESIDENT'S REPORT: Presented by Lucille Adorante

- *September :A new fundraising Meeting set for Thurs , Sept 26th at 1:00 on appeal. Getting mailing labels printed. Need to check on amount of sealing wafers we have. Mailing should begin by October.
- *Next board meeting, Monday October 28th.
- *New board members – seeking new members, sign on desk, newsletter, need to like to work. Discuss at different programs.

FRIENDS OF LIBRARY REPORT: Presented by Barb Parsons

- *Lucille and Barb attended Sept 3rd meeting.
- *Their 50/50 raffle will begin this week, with drawing October 19th.

OLD BUSINESS :

- *Fall fundraising Basket Raffle will be moved to November. All 8 baskets will be set out the 1st and drawing will be November 25th. \$1 for one ticket, \$5 for 6 tickets, and \$10 for 13.
- *Annual Letter Appeal will add the section of the community up west hill . Get labels made for mailing list.
- *2019-2020 Budget vote in October
- *Term limits for Board members were discussed. Pros and cons of leaving it three years or changing the by-laws to extend terms.

NEW BUSINESS : None!

EXECUTIVE SESSION:

Motion was made to leave regular session and go to executive session for the purpose of discussing staffing . Motion was made by Sue Mezey , seconded by Mike Dendis . Unanimous vote in favor.

Motion was made to leave executive session and return to regular session by Mike Dendis, seconded by Barb Parsons. Unanimous vote in favor.

ADJOURNMENT : 7:45 PM

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

Respectfully submitted,
Donna Breen , Secretary

