

Maxwell Memorial Library Monthly Meeting

Final Minutes Monday, November 27, 2017

Present: Trustees Susan York, Sue Mezey, Mike Dendis, Gloria Francisco, Steve Mallory, Lucille Adorante, Donna Breen, Kris Northrop; Director Katy Benson/Amanda Perrine

Call to Order: 6:03 pm

Motion to dispense with the reading of the October 16, 2017 meeting minutes made by Mike Dendis, seconded by Susan York. Unanimous vote in favor.

Motion to accept October 16, 2017 meeting minutes made by Mike Dendis, seconded by Susan Mezey. Unanimous vote in favor.

Treasurer's Report: Presented by Michael Dendis

- October end balance - \$282,276.40
- October revenue - \$294,855
- October total operating expenses – \$30,170
- October expenses over receipts - \$264,685
- Year-to-date expenses over receipts - \$79,168

All budget categories are on track.

Motion to approve October treasurer's report made by Susan York, seconded by Donna Breen. Unanimous vote in favor.

Director's Report: Presented by Director Katy Benson

- Director Benson submitted her (final) October 2017 report of library activities, meetings and requests.
- Annual Legislative breakfast will be attended by new director Amanda Perrine.
- Window treatments are due soon.
- Donation thank you letter has been updated. Lucille raised the question of "Adult Literacy," the letter implies the library conducts these programs. Suggested the letter be modified to state the library offers space for such programs but does not provide the actual program. Katy to remove the last sentence of the thank you letter.
- Fund-raising donations have started arriving; thank you notes need to be processed and deposits made. Lucille and Donna plan to begin this process on 11/30 at 4:00 pm – all are welcome to join and help.
- Tonya Wilson working on the setting up the Giving Tree with donation leaves.
- Amanda Perrine requested permission from the BoT to attend the 2018 PLA conference in Philadelphia on March 18, 2018.

Motion to approve Amanda Perrine's trip to PLA in March made by Kris Northrop, seconded by Gloria Francisco. Six votes in favor; two votes against.

Motion to approve Director Benson's October Director's report made by Mike Dendis, seconded by Lucille Adorante. Unanimous vote in favor.

Presidents Report: Presented by Steve Mallory

- January calendar will include annual meeting, state of the library and regular monthly meeting.
- Steve has added a December 18, 2017 meeting at 6:00 pm.

Friends Report: Presented by Lucille Adorante

- Friends report they donated \$4411 to the Library in 2017.

Strategic Plan: Presented by Katy Benson

- Strategic finalized.
- Next step in the strategic planning process is to assign responsibility to lead and assist with executing the plan.

Motion to approve the strategic plan as presented made by Susan York, seconded by Donna Breen. Unanimous vote in favor.

Second Check Signer: Susan York will be the check signer effective 11/28/17-12/18/17.

Fundraising Letter Appeal:

- Mailed over 3500 letters (this did not cover all 13031 addresses). Thank you Lucille for spearheading this large project.
- Mike to forward the donor database to Amanda Perrine for her records

Fundraising and Gift Program ideas:

- Amanda Perrine pursuing grant opportunities with the Community Foundation of CNY to cover expenses such as a window treatment for the front area windows as well as other potential unbudgeted projects.
- Maxwell Library to set up an account at Central City Bottle Exchange. Patrons will be able to bring their bottle returns to their storefront and have their donation go to the library's account.
- Donna Breen shared a possible fund-raising opportunity with Delta Sonic car wash. Will look into the possibility of running the fund-raiser in February/March.

Library Centennial Celebration and Open House:

- We have received the flag and holder.
- The Library will be giving the designer an honorarium.
- Complementary Maxwell Library pens and bookmarks that resemble the newly designed flag will be distributed at the celebration.
- The celebration/open house will be May 18 – 19, 2018.

Old Business:

- Annual BoT calendar: Steve has made a notation that the monthly meeting agenda is due one week in advance of the meeting to allow time to place on the Library's website.

Motion to approve the annual calendar as presented made by Donna Breen, seconded by Mike Dendis. Unanimous vote in favor.

- Document Retention and Repository policy: no comments

Motion to approve the Document Retention and Repository policy as presented made by Sue Mezey, seconded by Donna Breen. Unanimous vote in favor.

- Budget Review: budget is correct showing \$1820 surplus

Motion to approve the 2018 budget as written made by Lucille Adorante, seconded by Gloria Francisco. Unanimous vote in favor.

- PayPal Account: transfer account information to Amanda Perrine. Sue Mezey questions need for individual PayPal account verses a general library account. Amanda to contact PayPal to confirm. Revisit at December meeting, in the meantime, Amanda can transfer funds from PayPal to the bank account.
- Fiscal year change: have not heard from Mike Lisson to confirm process. Amanda to contact OCPL for guidance on how to go about doing this.

New Business:

- Amanda Perrine officially introduced to BoT as the new Director of Maxwell Library. Transition from Katy Benson to Amanda Perrine going well.
- Review and approve 2018 Board meeting schedule.

Motion to approve the 2018 Board meeting schedule made by Mike Dendis, seconded by Donna Breen. Unanimous vote in favor.

- Review and approve 2018 Holiday closings.

Motion to approve the 2018 Board meeting schedule made by Gloria Francisco, seconded by Lucille Adorante. Unanimous vote in favor.

- Review and approve 2018 pay rates. No intern planned for 2018, will investigate hiring a SU graduate student for the summer.

Motion to approve the 2018 pay rates made by Mike Dendis, seconded by Susan York. Unanimous vote in favor.

Motion to move to Executive Session made by Steve Mallory, seconded by Mike Dendis. Unanimous vote in favor.

- Katy Benson excused, Amanda Perrine asked to stay for Executive Session.

Motion to return to general session made by Steve Mallory, seconded by Mike Dendis. Unanimous vote in favor.

Motion to adjourn made by Donna Breen, seconded by Gloria Francisco. Unanimous vote in favor.

Adjournment: 7:45 pm.

Respectfully submitted: Kristen Northrop Co-Secretary

Next meeting: December 18, 2017 at 6:00 pm