

MAWELL MEMORIAL LIBRARY
Trustees Meeting – January 23, 2017

Present: Steve Mallory, President; Lucille Adorante, Vice President; Michael Dendis, Treasurer; Kris Northrop, Co-Secretary; Susan York, Co-Secretary; Gloria Francisco, Donna Breen; Katy Benson, Director

Guests: Mary Jo Copeland, Cheryl Robinson

Call to Order: Meeting was called to order by President Steve Mallory at 7:20 pm.

Minutes November 28, 2016: Minutes will be changed to eliminate the salary reporting and a new copy will be sent to Trustees. A motion was made by Kris Northrop with a second by Donna Breen to accept the corrected minutes of November 28, 2016. Motion carried unanimously.

403B Plan Administration: Katy currently has a 403B which she funds herself. If an employee works more than 20 hours per week, they should be offered the ability to participate in a 403B plan. Mary Jo received information from Derek Loomis of Edward Jones Investments who would like to come in and talk to the staff. It was agreed by the Trustees that this would be fine as long as there was no cost to the Library, which there is not.

Treasurer's Report: Michael gave the Financial Report. Total Assets: \$203,108.34; Total Expenses: \$66,204 less amount from grant \$29,296 = \$36,908. Overage on supplies - Additional expenses were due to the move and renovation (packing boxes, tape, etc.). OCPL income discussed. Kris Northrop made a motion with a second by Lucille Adorante to approve the Treasurer's Report. Motion carried unanimously.

Director's Report: Katy asked if anyone would like to review the Library's insurance policies. Susan offered to do that and report back to the Trustees. Furniture is scheduled for delivery on February 6th. Katy asked if the Library should close that morning and it was agreed that they should open regular time. Broken leaded-glass window pane was discussed. A verbal quote of \$165 came from Scott Brennan. The other quote was for \$1,250. Katy will work with Scott. Artwork hanging system - Walker System of art rails and rods was discussed for the rest of the Library. Lucille and Michael will be on the committee to look into this. Katy is planning a Trustee Orientation in March. Director's Priorities for 2017 was passed out and reviewed.

Lucille and Gloria agreed to come in and sign the remaining donation letters. There was a brief discussion on how to raise money. Funds generated through our appeal letter did not generate as much income as last year. Katy will review the cost of the appeal.

Community Development Block Grant is now available. After discussion, it was determined that Katy did not have the adequate time to take advantage of this. She will put it on her calendar for next year.

Strategic Plan Presentation: Katy & Steve attended a workshop 10/2 given by Ron Kirsop, Asst. Director, Pioneer Library System. Steve prepared a summary of the workshop which was e-mailed to the Trustees. There has been no update on the Library's Strategic Plan since 2015 and it is time to do so. It was suggested that we prepare a new Strategic Plan for the next 3 years.

Library Grand Opening was discussed. The thought was to have some food, tour, map of the Library. It will be discussed at the February meeting.

Employee Health Insurance Research: Mary Jo and Katy met with employee benefit specialist Brooks Wright of KBM Management who explained two health insurance plans that might interested several employees interested. Katy is thinking of this for the future.

Maxwell Memorial Library 2017 Board Calendar: Briefly discussed and was tabled until next month's meeting.

Friends Report: Lucille went to the Friends meeting last month where she was given the 2016 "Friends Year in Review Report". This was e-mailed to all Trustees.

Building Renovation – furniture update & wall hangings: Both items were discussed previously during Katy's report.

A motion was made by Michael Dendis with a second by Lucille Adorante to adjourn the meeting at 8:40 pm. Motion carried unanimously.

Respectfully submitted,
Susan York

NEXT MEETING: February 27, 6 pm