

MAXWELL MEMORIAL LIBRARY TRUSTEE MEETING
Minutes – Monday, September 18, 2017

Trustees Present: Lucille Adorante, Steve Mallory, Kristen Northrop, Susan York

Absent: Donna Breen, Michael Dendis, Gloria Francisco

Guest: Jennifer Groth

Staff: Katy Benson, Director

The meeting was called to order by President, Steve Mallory at 6:00 pm.

Review of Prior Month's Trustee Meeting Minutes: Kristin Northrop, Co-Secretary

A motion was made by Lucille Adorante with a second by Susan York to approve the minutes of the August 21 meeting with the correction "Cam's Pizza fundraiser raised \$98.36 ". Motion carried unanimously.

Treasurer's Reports: Presented by Steve Mallory in Michael's absence

Balances as of August 31: Key Bank Checking: \$2,346.58; Key Bank Savings: \$36,816.55; Petty Cash: \$50. Total Funds Balance & Equity: \$39,213.13

Paul Pelton with WGCSO said we can expect payment in early to mid-October.

A motion was made by Kris Northrop with a second by Steve Mallory to approve the August financial report as presented. Motion carried unanimously.

Director's Report: Katy Benson

Katy mentioned that most comments/updates are in her report. She mentioned that she is resigned on December 1, if not before. After 10 years of working at the Library she has decided to retire, along with her husband.

A type-enlarging machine for vision-challenged readers was offered to Maxwell by the Camillus Historical Society. There was a discussion on accepting this donation. Katy was asked to respond that currently we don't have a place for it, so if someone else would like it, please offer it to them.

There was a discussion regarding Eric Rogers, a fundraising volunteer obtained through SCORE. It was decided that we should wait until a new Director is hired to pursue this.

A motion was made by Kris Northrop with a second by Lucille Adorante to approve the Director's Report. Motion carried unanimously.

President's Reports – Steve Mallory

November Board calendar was reviewed. Director will be reviewed. Katy will present to the Board at the November meeting suggested staff salary increases.

Next Meeting: Monday, October 16, 6 pm.

Friends of the Library Report: Lucille Adorante

The Friends gave Maxwell \$75 towards a DVD Player.

10/21 they will present an information meeting about what the Friends do for the Library and program on "Feeding Birds in the Winter". Their dessert party was a great success. They had many prize donations for this event.

Committee Reports**Strategic Plan:** Katy Benson

Katy has not had time to work on this. It was stressed that this is a priority before she retires as she has the knowledge of what is needed for the future.

Second Check Signers: Michael is having van problems, so we need 2 signers for the first two weeks. 9/21 & 28, Lucille Adorante and Susan York will sign checks
10/3 & 10, Kris Northrop and Michael Dendis will sign checks

Check Policy & Procedure: Katy Benson for Michael Dendis

A motion was made by Lucille Adorante with a second by Kris Northrop to approve the Check Policy & Procedures. Motion carried unanimously.

Fundraising letter appeal & mailing list: Lucille Adorante

Two versions of the letter were presented and discussed as well as whether to use an envelope or wafer seal. Also discussed were lists to use and prices. Katy will re-work the letter and send updated information to Lucille and Michael and then to all Trustees.

OLD BUSINESS**Paid FLA:** Katy Benson

If an employee works 175 days they are eligible for FLA. Plan starts in January; there is no need to start it earlier.

Library Centennial Celebration & Open House: Steve Mallory

He is waiting to hear from the designer regarding the flag.

Fundraising & Gifts Program: Gloria Francisco

Gloria was not at the meeting. This will be put on Old Business next month.

Katy did mention that several employees have ideas. It was suggested that she get the ideas in writing. They could be put in her Director's report next month.

Document retention & repository: Steve Mallory

Steve reviewed notes in yellow and asked everyone to send comments to him by October 1st.

NEW BUSINESS**Boiler Repair:** Katy Benson, Board

Katy was not able to get another quote.

2018 BoT Calendar: Steve Mallory

Steve asked everyone to review the 2017 Trustee calendar and send Steve changes by 10/1. There was discussion and it was decided that Katy will work with Steve on the calendar.

EXECUTIVE SESSION: Professional employment review

A motion was made by Steve Mallory with a second by Lucille Adorante to move to Executive Session.

A motion was made by Steve Mallory with a second by Lucille Adorante to return to the business portion of the meeting.

ADJOURNMENT

A motion was made by Kris Northrop with a second by Susan York to adjourn the meeting at 7:57 pm. Motion carried unanimously.

NEXT MEETING: Monday, October 16, 2017, 6 pm

Respectfully submitted, Susan York, Co-Secretary