

# Maxwell Memorial Library

## Approved Minutes Monday, August 21, 2017

**Present:** Trustees Susan York, Sue Mezey, Mike Dendis, Gloria Francisco, Steve Mallory, Lucille Adorante, Kris Northrop; Director Katy Benson

**Absent:** Donna Breen

**Guests:** Tonya Wilson

**Call to Order:** 6:03 pm

**Secretary's Report (Minutes):** July 17, 2017, minutes were reviewed.

*Motion to dispense with the reading of the July 17, 2017 meeting minutes made by Mike Dendis, seconded by Lucille Adorante. Unanimous vote in favor.*

*Motion to accept July 17, 2017 meeting minutes made by Gloria Francisco, seconded by Susan York. Unanimous vote in favor.*

**Treasurer's Report:** Presented by Michael Dendis

- July end balance - \$60,536.38
- July revenue - \$1,981
- July total operating expenses – \$25,364
- July expenses over receipts - \$23,383
- Year-to-date expenses over receipts - \$142,572

All budget categories are on track.

*Motion to approve July treasurer's report made by Susan York, seconded by Lucille Adorante. Unanimous vote in favor.*

**Director's Report:** Presented by Director Katy Benson

- Director Benson submitted her July 2017 report of library activities, meetings and requests. Disappointment voiced regarding the minimal funds (\$98.36) generated by the CAM's Pizzeria fundraising event. Will continue to look for alternative fundraising activities.
- Question raised regarding recent circulations and family program attendance increase; Director Benson explained the increase in participation is normal due to the variety of programs offered during the summer including the Summer Reading Program and Wild Wednesdays events.
- Maxwell Library participated in the annual Towpath Days event held August 12 at the Erie Canal Park. Consensus was all were very pleased with the interest generated at the Library's information table and will definitely participate in the future, perhaps expanding the information on hand.
- Question raised to look into potentially expanding the Library's community outreach with Camillus Ridge Assisted Living center located on Route 5 just west of the village.

- Maxwell Library held a very successful solar eclipse party that drew more than 250 visitors to the library.

*Motion to approve Director Benson's July Director's report made by Susan York, seconded by Lucille Adorante. Unanimous vote in favor.*

**Presidents Report:** Presented by Steve Mallory

- October calendar will include budget discussions.
- We no longer need to submit the annual budget to the Town due to the fact they do not provide any funding to the library.
- Next meeting will be September 18, 2017.

**Friends Report:** Presented by Lucille Adorante

- Adult book club has ended; Friends held an end of program party and with several drawings for very generous door prizes.
- The Friends planted hydrangea bushes in front of the library using funds donated to the group in memory of Harry Tucker.
- Friends September meeting will be held at The Copper Top restaurant.
- The Friends are interested in purchasing a wheelchair to be available for use by handicapped library patrons. Katy Benson will consult with Maxwell's insurance carrier to identify any potential liabilities that may exist.
- The Friends group has asked Katy Benson for potential purchasing needs. Benson indicated the library is in need of a Blue Ray DVD player.

**Strategic Plan:** Presented by Katy Benson

- Strategic planning committee met on 8/14/17 to discuss action steps in support of previously identified goals.
- A draft of the Strategic Plan is underway and should be available for first review at the September monthly meeting. Draft will be distributed to the Strategic Planning committee for review prior to release to the BoT.
- The BoT will prioritize the areas of focus once the draft has been distributed.

**Second Check Signer:** Lucille Adorante will be the check signer effective 8/21/17-9/16/17.

**Check Policy and Procedure:** Presented by Mike Dendis

- Question raised regarding the Library's policy on record keeping for independent contractors.
- Decision made to amend the policy by changing the term "service providers" to "contractors."
- Mike Dendis to make suggested changes discussed by the BoT. He will resubmit the policy/procedure for final approval at the September 18 monthly meeting.

**Fundraising Letter Appeal:**

- Lucille Adorante provided production cost information on a trifold vs. letter/envelop appeal letter mailing:
  - 1000 trifold letters - \$322
  - 1000 letter/envelop - \$873

- Based on cost of production, BoT members wish to move forward with trifold appeal letter.
- Suggestion made to introduce a “giving tree” visual displayed in the library with color-coded donation levels as an acknowledgement and thank you for donations.
- Katy Benson will update the current appeal letter with October target date for mailing.
- Mike Dendis will work on pulling together mailing list for October mailing.
- Lucille Adorante will obtain the latest 13031 voter registration mailing list.

#### **Old Business:**

- *Paid Family Leave:* Goes into effect 1/1/2018, providing incremental benefits over 4 years to give full- and eligible part-time employees up to 10 weeks off with up to 60% pay to care for a newborn, adopted or foster child, or ill family member. All FT employees are eligible; PT employees must work 20+ hours weekly for 26 consecutive weeks, or under 20 hours weekly for 175 days. Non-eligible employees may file a waiver of NYPFL benefits to be exempted from deductions. Our estimated premium is \$250-260 for 2018, paid by employee deductions; it will be handled by ShelterPoint, which covers our disability insurance and renews Jan. 1. We need further clarification from ShelterPoint on when to begin making the payroll deductions.
- *Centennial Celebration and Open House:* planning on schedule. Steve Mallory to add gift and prize donations to list. Steve will work with Katy to draft a letter to area businesses to introduce the Maxwell Library centennial celebration; to be followed-up with a donation request early 2018. Susan York to confirm with her husband whether the Chamber of Commerce business listing can be used for solicitation purposes.
- *Budget:* Mike Dendis and Katy Benson continue to work on fine-tuning the 2018 budget, considering asking for more funding via the 2018 school referendum. Mike Dendis to discuss with Mike Lisson the possibility of changing the Library’s fiscal year to begin in October to align with when we receive our funding from the community (via school referendum).
- *Fundraising and Gift Program:* Sue Mezey suggested a lottery/raffle fundraiser. Mike Dendis to consult with Mike Lisson on any possible IRS implications. Perhaps this is something the Friends group may take on.
- *Document Retention and Repository:* Steve Mallory has asked all BoT members to review the distributed spreadsheet and provide feedback by September 4. Information to be reviewed and agreed upon at September meeting at which point a policy will be drafted.

#### **New Business:**

- Marching band business card advertisement – no interest due to finances
- Community Link – no interest due to finances
- Golf Tournament participation – no interest due to finances

*Motion to adjourn the August 21, 2017 meeting made by Susan York, seconded by Gloria Francisco. Unanimous vote in favor.*

**Adjournment:** 7:30 pm.

Respectfully submitted: Kristen Northrop Co-Secretary

**Next meeting:** September 18, 2017 at 6:00 pm