

Maxwell Memorial Library Trustee Meeting

Minutes, November 28, 2016

Trustees Present: Mary Jo Copeland, Kristen Northrop, Michael Dendis, Gloria Francisco, Susan York, Steve Mallory, Lucille Adorante, Director Katy Benson

No Guests

Meeting called to order: 6:05 p-m

Minutes for October 17, 2016 meeting: Approved as presented.

Motion to approve: S. York

Second: S. Mallory Vote: 7 yes 0 No

Treasurer's Report:

- Balance for October \$352,737.66
- Total October Receipts: \$132,303
- Total Expenses Through October \$154,252.15
- Total Income Through October \$365,381.91

Treasurer Mike Dendis reported that the budget is on track, so far, for 2016. We can expect the charges from GLMC to be over the grant amount. We will need to add to that amount.

Mike reported that the money from the family of Jeff Tindall was used for Sally's cart for story time.

Motion to approve the Treasurer's report: S. York

Second: G. Francisco Vote: 7 yes 0 No

Director's Report: Director Benson reported that all of the renovation is complete and only computer's needed to be hooked up. The meeting room furniture should arrive next week. The remainder of the furniture has been selected at a meeting of Katy, Rose, Rena, Steve, Lucille and Gloria on 10/21. Final colors, fabrics and finishes were selected with the

reps from Hummel's. Betty Smith representing the Friends helped choose furniture donated by the Friends for front alcove. The furniture will arrive around the end of January.

The brightness of the lighting in the adult section was mentioned. Director Benson said that the staff and patrons seem to like it.

Director Benson will submit the final paperwork for the grant so we will receive the remaining grant money.

It was decided that the annual Maxwell Trustees holiday party for staff and volunteers will be held on Sunday, December 11 from 2:00-4:00 pm. Trustees, who are able, will come in on Saturday at around 3:00 pm to set up. Trustees signed up to bring refreshments and a non-alcoholic punch.

A new technology clerk, Pete Schult, was hired. Director Benson would eventually like to change his title to Technology Librarian at a higher pay level. It was proposed to hire him as a Technology Clerk and review him in 90 days for the change to Technology Librarian.

Staff Positions:

The following new staff positions and wages were presented by Director Benson:

- Melissa Lewandowski – Youth Services Librarian, full-time exempt
- Pete Schult – Technology Clerk, part-time regular
- Brittney Hewitt – substitute clerk, hourly
- Marybeth Gaffney – substitute clerk, hourly

A motion was made by Susan York to approve all **current** staff positions and scheduled hours with the exception of Director Benson. It was seconded by Mike Dendis. Vote: 7 yes 0 No

A motion was then made by Mary Jo Copeland to approve the new appointments and wages and was seconded by Susan York.

Vote: 7 yes 0 No

Board Meeting Dates: The 2017 schedule for Maxwell Board meetings was reviewed. The following changes were made. The January 17 meeting was changed to January 23 due to Martin Luther King Day observance. The February 21 meeting was changed to February 27 due to the Presidents' Day observance. The November 20 meeting was changed to November 27 after Thanksgiving. It was determined that there would be no formal board meeting in December. A December holiday party for staff and volunteers would be hosted by the board members. A motion to approve the meeting changes was made by G. Francisco. It was seconded by S York. Vote: 7 yes 0 No

Maxwell Library Closing Dates: The 2017 list of proposed closings was presented by Director Benson. Motion to approve the proposed closings was made by S. Mallory. It was seconded by M. Dendis. Vote: 7 yes 0 No

Officers for 2017: A new slate of officers will be discussed at the January 23 Board meeting.

The Board then moved into Executive session. In executive session the Board unanimously approved a raise for Director, Katy Benson.

At 8:35 a motion was made by S. York to come out of executive session. It was seconded by G. Francisco Vote: 7 yes 0 No

Motion to adjourn made by G. Francisco, Second-K. Northrop

All approved. Respectfully Submitted: Lucille Adorante, Co-Secretary

Next meeting: January 23, 2017