

MAXWELL MEMORIAL LIBRARY
MONTHLY MEETING'S MINUTES
Monday, June 18,2018

PRESENT: Trustees: Lucille Adorante, Donna Breen, Cynthia Drake, Megan Glass, Sue Mezey,
Barb Parsons
Director: Amanda Perrine

ABSENT: Trustees: Michael Dendis

CALL TO ORDER: 6:00PM

Welcome and Visitor Acknowledged: Peg Paige, Part Time library employee

REPORTING:

Motion was made to dispense with the reading of the minutes from May 21st meeting by Sue Mezey, seconded by Barb Parsons. Unanimous vote in favor.

Motion was made to accept the minutes from May 21st meeting by Cynthia Drake, seconded by Megan Glass. Unanimous vote in favor.

TREASURER'S REPORT: Presented by Lucille Adorante

- * May 31st end balance - \$114,712.52
- * May revenue - \$5,397
- * May total operating expenses - \$24,771
- * May expenses over receipts - \$19,376

Motion to approve treasurer's report was made by Donna Breen, and seconded by Sue Mezey. Unanimous vote in favor.

It was proposed that: the office supplies and library supplies line items be merged; accounts for donations for the Centennial be moved to the annual fund; and a copy of the bank statement be sent quarterly to the president to be presented to the board.

Motion was made to approve these proposals by Cynthia Drake, seconded by Sue Mezey. Unanimous vote in favor.

DIRECTOR'S REPORT: Presented by Amanda Perrine

- *Administrative- Holiday may be changed from Dec.26 to Black Friday to accommodate staff and patrons. Keep in mind for further discussion.
- * Building and Grounds- Low water pressure problem currently affecting library.
- * Summer Reading - Program for kids starts Monday- Peg
Program for adults starts Monday – Friends
- * Strategic Planning – Discussed items for the remainder of the 2017-2018 year.
- * Colonial Voluntary Benefits – Staff benefits at no cost to the library, but to individual staff members. Company offered to come do a presentation. Consider possibility that benefits could be set up as part of our payroll plan in the future. More information needed.

- * Handbook Revision - Revising the Handbook to help create or revise policies as needed to establish expectations of public and staff behavior, and to offer support and guidance for staff and administrators, needs to be addressed after the completion of the budget.

This revision would also include the policy for inclement weather related library closings.

Motion was made to accept the director's report as presented by Megan Glass, seconded by Barb Parsons. Unanimous vote in favor.

PRESIDENT'S REPORT: Presented by Lucille Adorante

- * Next meeting will be August 20th

Motion was made to omit the July 16th meeting by Barb Parsons, seconded by Sue Mezey. Unanimous vote in favor.

FRIENDS OF THE LIBRARY REPORT: Presented by Barb Parsons

- * June 5th meeting was attended by Lucille Adorante, Barb Parsons, and Amanda Perrine

* Their 15th annual geranium sale sold 1,536 plants with proceeds of \$1,550.

- * Memorial Day Parade donations container yielded \$124.34

* July 13th will be a picnic, not a regular meeting

* Memo of Understanding still needs to be combined with ours.

- * Fund Raisers- Delta Sonic- \$5.00 coupons, sell at 2 for \$5, 200 coupons should earn \$500. July project.

Firehouse Subs – 20% of receipts with coupon from Friends would be earned.
5 hours on Sunday, August 19th

COMMITTEE REPORTS: Presented by Amanda Perrine

- * Fund - raisers continue to be focused on annual fund, donor list and list of area businesses.

OLD BUSINESS: Training at Cazenovia Public Library (9:30 – Noon) hopefully will provide more information about MOU so that ours can be voted on in August including changes and revisions. Electronic voting can be done in July.

NEW BUSINESS:

- * OCPL and suburban libraries' MOU. Need to reinstate the committee.
Need trustees and directors on the committee from the suburbs.
Barb Parsons and Amanda Perrine will represent us.
- * Delivery of funds

ADJOURNMENT: 7:15pm

Motion to adjourn was made by Donna Breen, seconded by Sue Mezey. Unanimous vote in favor.

Respectfully submitted:
Donna Breen, Secretary

