

MAXWELL MEMORIAL LIBRARY
BOARD OF TRUSTEES
MONTHLY MEETING'S MINUTES
Monday, October 15,2018

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

ABSENT: Trustees: Michael Dendis, Megan Glass

CALL TO ORDER: 6:20PM

REPORTING:

Motion was made to forego the reading of and approve the minutes as written of the meeting of September 17,2018 by Sue Mezey, seconded by Cynthia Drake.
Unanimous vote in favor.

TREASURER'S REPORT: Presented by Lucille Adorante for Mike Dendis.

- *September 30 end balance - \$22,065.01
- *September 30 revenue - \$695.98
- *September 30 total operating expenses - \$30,407.95
- *September 30 expenses over receipts - \$29,711.97

** \$5,178 from state. Mike will check on that amount. Amanda will discuss with Frank, and then, if necessary , contact OCPL.

** \$9,167 less than budgeted for the year has been spent.

Motion was made to approve the treasurer's report as read by Donna Breen, seconded by Barb Parsons. Unanimous vote in favor.

DIRECTOR'S REPORT: Presented by Amanda Perrine.

- * There is a need to hire one or two substitute clerks or one part-time person.
Amanda will work up a budget for this for the November meeting.
- * There will be bids presented in November meeting for cleaners for the next year.
After being reviewed in the meeting, a motion was made to approve the report as presented by Cynthia Drake, seconded by Sue Mezey. Unanimous vote in favor.

PRESIDENT'S REPORT: Presented by Lucille Adorante.

- * Board calendar was reviewed to accommodate fiscal year from October 2018 to September 2019.
- * Next board meeting will be November 19th in the green study room.
- * Holiday Party to be given by the board for the library staff and volunteers will be Saturday, December 1st from 3-5 PM.

FRIENDS OF THE LIBRARY REPORT: Presented by Barb Parsons

- *Help is needed for their 50/50 Raffle. Tickets may be purchased until Oct. 20th at the main desk.
- * 25th Anniversary Open House will be Saturday October 20th from 12-2:00 PM.
- * Art exhibit on display in the community room is by Ray Trudell.

OLD BUSINESS:

* Handbook revision moved to the November meeting.

Motion was made to approve the new annual patron appeal letter as presented by Sue Mezey, seconded by Barb Parsons. Unanimous vote in favor.

NEW BUSINESS:

*MOU finalization with Friends was moved to early January.

* Lucille will send a thank-you note to the Camillus Homeowners' Association for their contribution.

Motion was made to move into executive session by Donna Breen, seconded by Cynthia Drake. Unanimous vote in favor.

Motion was made to leave executive session and return to regular session by Sue Mezey, seconded by Barb Parsons. Unanimous vote in favor.

ADJOURNMENT: 8:20 PM

Motion was made to adjourn regular meeting by Barb Parsons, seconded by Donna Breen. Unanimous vote in favor.

Respectfully submitted,
Donna Breen, Secretary

