

Meeting Minutes - Regular Board Meeting
Maxwell Memorial Library Board of Trustees
February 23, 2015

Present: Trustees MJ. Copeland, G. Francisco, P. Elliott, K. Northrop, D. Curran, M. Dendis
Maxwell Director K. Benson

Guests: Lynnette Lavender, Susan York

CALL TO ORDER: President Copeland at 6:05 PM

APPROVAL OF MINUTES:

January 20, 2015 Annual Meeting minutes approved as written

Motion to approve: MJ Copeland; second M Dendis

Carried 6 Yes 0 No

January 20, 2015 minutes approved as written.

Motion to approve: M Dendis; second G Francisco

Carried 6 Yes 0 No

January 26, 2015 Special Meeting minutes approved as written

Motion to approve: K. Northrop; second M Dendis

Carried 6 Yes 0 No

Elliott will email final copies to Benson to be included in Minutes Notebook.

NEW MEMBERS

Susan York 1st 3-year term begins February 2015 through January 2018

Motion to approve: MJ Copeland; second G Francisco

Carried 6 Yes 0 No

Lynnette Lavender 1st 3-year term begins February 2015 through January 2018

Motion to approve: MJ Copeland; second G Francisco

Carried 6 Yes 0 No

TREASURER'S REPORT:

Copeland presented Balance Sheet & Fund Balance. Statement of Monthly Revenue & Expenditures. On Statement of Revenues & Expenditures, consulting fees will be moved out of Personnel line and will be reported on a separate line under Other Operating Expenses

Motion to approve with corrections: K Northrop; second- M Dendis

Motion Carried 8 Yes 0 No

DIRECTOR'S REPORT

K Benson will provide staff roster to new trustees. P Elliott asked about librarian coverage on nights and weekends. Director Benson said she did not routinely work a Saturday rotation and only worked an occasional evening shift. Librarian R Burdick works one Saturday per month. P Elliott asked who was responsible for sending out the acknowledgments to donations received as a result of the annual appeal letter. K Benson said she will followup with Friends to see why this had not

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already been done. P Elliott suggested the Board develop procedures to enable immediate response (thank you's) to any donations as they are received.

Director Benson will develop talking points re the upcoming budget referendum so that library staff provide accurate and consistent information to the public. These will be made available as a print handout and on the library website.

Director Benson informed the Board that OCPL Executive Director Susan Mitchell is requesting a one year extension, beyond the usual 3-year agreement, of the current suburban library

Memorandum of Understanding (MOU)

Motion to approve: MJ Copeland; second- P Elliott

Motion Carried 8 Yes 0 No

The Board discussed how funds accumulated from book sales should be spent.

Motion to maintain an annual budgeted amount generated from book sale income for operating budget with dollars in excess to be used for other library expenses at the Director's discretion

Motion to approve: K Northrop; second- M Dendis

Motion Carried 6 Yes 2 No

FRIEND'S REPORT

MJ Copeland listed some of the annual Friend's activities including the geranium sale, the Memorial Day Parade refreshment booth, and the chocolate Friends-y raffle.

OLD BUSINESS:

1. Audit: MJ Copeland presented audit proposals from the three firms.

Averson & Klinetop LLP, Patricia Averson

Dermody, Burke & Brown CPA and Accounting Firm, Dave Bowles

Grossman St. Amour CPAs, Mike Lisson

Motion to approve proposal from Grossman St Amour for a full audit not an internal control study.

Motion to approve: G Francisco; second- P Elliott

Motion Carried 7 Yes 0 No

MJ Copeland will initiate audit request and notify other two firms of the Board's selection of Grossman. MJ Copeland will notify Fairmount Board president. Director Benson will notify Fairmount Director P Morrell.

2. Credit Cards: K Benson said she had not yet canceled the Home Depot card as was voted on at the January meeting. Benson updated authorized names on card which previously still showed former Director Mirabelli.

Motion not to cancel the Home Depot card with a maximum spending limit of \$1500

Motion to approve: MJ Copeland; second- K Northrop

Motion Carried 4 Yes 2 No

The Board voted at the January meeting to cancel the Costco credit card. This had not yet been done but will be before the March meeting.

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NEW BUSINESS:

K Benson requested volunteers for the Lunch with Legislator. Skaneateles Library is hosting but no date is set. M Dendis and MJ Copeland expressed interest in attending.

Next meeting scheduled for Monday, March 16, 2015 6:00PM

ADJOURNMENT: Meeting adjourned at 8:20 PM

Respectfully submitted,

Peg Elliott

Peg Elliott, Board Secretary