

**Meeting Minutes - Regular Board Meeting  
Maxwell Memorial Library Board of Trustees  
December 7, 2015**

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

**Absent:** S. York

CALL TO ORDER: President Copeland at 6:08 PM

**APPROVAL OF MINUTES:**

November 21, 2015 Board Meeting minutes approved .

Motion to approve: K. Northrop; second G. Francisco

Motion Carried 8 Yes 0 No

**TREASURER'S REPORT:**

The full Treasurer's report for November/December 2015 will be presented at the January 2016 meeting.

**OLD BUSINESS:**

Motion to approve establishing an 'e-content' library card for students with parental permission.

Motion to approve: K. Northrop; second D. Curran

Motion Carried 8 Yes 0 No

R. Burdick is revising a draft for the Unattended Child Policy

2015 holiday party – more than 50 Maxwell Friends, staff and volunteers attended

**DIRECTOR'S REPORT:**

Director Benson submitted written report of her November 2015 meetings and library activities.

K. Benson and R. Burdick met with architect and selected colors, carpet, floor coverings and window treatments. Renovation Phase One began November 4, 2015.

Motion to approve the 2016 staff pay scale to include merit based raises as presented.

Motion to approve: MJ. Copeland; second K. Northrop

Motion carried 5 Yes 2 No [*one Board member needed to leave meeting early*]

**NEW BUSINESS:**

Motion to approve the 2016 Board meeting schedule which includes meetings in July and December.

Motion to approve: G. Francisco; second K. Northrop

Motion carried 7 Yes 0 No [*one Board member needed to leave meeting early*]

Motion to approve the 2016 Holiday closing schedule. Maxwell will be open Martin Luther King Day 1/18/2016 and Columbus Day 10/10/16. Library will be closed Veterans Day 11/11/16. Director Benson will revise and distribute new Holiday closing schedule.

Motion to approve: P. Elliott; second M. Dendis

Motion carried 7 Yes 0 No [*one Board member needed to leave meeting early*]

The Board slate of officers for 2016 was discussed. P. Elliott nominated L. Lavender for Board President and suggested other Board members might be interested in the office of Vice President. A 2016 slate of officers will be presented and voted on at the January meeting.

L. Lavender will write 'Thank You' note to PostNet for all their help with the annual appeal bulk mailing.

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Director Benson will provide staff home mailing addresses to P. Elliott. Elliott will mail to staff the Director evaluation questionnaire along with stamped return envelope for confidential submittal.

The 2016 West Genesee budget referendum was briefly discussed. All Board members indicated the importance of presenting a united front to the voters. Director Benson reported that Fairmount will be asking taxpayers for an additional \$33,000.

ADJOURNMENT: Meeting adjourned at 8:00 PM

Respectfully submitted,

*Peg Elliott*

Peg Elliott, Board Secretary