

# Maxwell Memorial Library Monthly Meeting

## Minutes Monday, October 17, 2016

**Present:** Trustees Mary Jo Copeland, Gloria Francisco, Mike Dendis, Susan York, Lucille Adorante, Kris Northrop, Director Katy Benson

**Absent:** Steve Mallory

**Guests:** Jerry Lewis

**Call to Order:** 6:04 pm

### **Guest Jerry Lewis:**

Jerry Lewis reported on status of renovation project. He reports the south end (children's side) of the project is complete. No hidden surprises found during the demolition of north end of library (adult side). Asbestos report has been completed and shows no sign of any asbestos. This stage of renovation should be complete by mid-November. Jerry believes that we need to add some additional end shelving units as the shelving that was originally agreed upon offers less shelving space than originally believed.

Unexpected costs to the project include the following:

Underlayment \$3000

Asbestos testing \$2921

Cole Craft shelving: \$1326

Additional shelving height: \$1650

We are under budget on the following:

Heating estimate was \$6000, looks to be more like \$4000

Storm windows estimate was \$5000, looks to be more like \$3000

The remaining 10% of grant money for the renovation will be received once the project and final paperwork has been completed and submitted.

*Motion made to accept Jerry Lewis's most recent additional shelving proposal in the amount of \$2976 made by Gloria Francisco, seconded by Mary Jo Copeland. Unanimous vote in favor.*

**Secretary's Report (Minutes):** September 19, 2016, minutes were approved with correction to the spelling of Tonya Wilson's name.

*Motion to accept September 19, 2016 minutes made by Susan York, seconded by Gloria Francisco. Unanimous vote in favor.*

**Treasurer's Report:** Michael Dendis presented treasurers report:

- financially on track with the budget projections to date
- Balance end of September - \$273247.90
- Revenue for September - \$5954
- Operating expense- \$2586
- Expenses over receipts \$19415

- West Genesee money is not reflected in numbers
- There are no new fundraising funds to report
- Grant expenditures show negative as the money has already been spent
- OCPL State aid \$5079, not \$5000 as expected
- Program expenses are a bit over budget but not a concern

*Motion to approve treasurer's report made by Lucille Adorante, seconded by Susan York. Unanimous vote in favor.*

**Director's Report:** Director Benson submitted her October 2016 report of library activities, meetings, and requests.

*Motion made to approve new contract with Meticulous Lawn Care & Snow for this coming winter season (Rich Irwin – owner) made by Mary Jo Copeland, seconded by Lucille Adorante. Unanimous vote in favor. Director to ask for certification of insurance.*

Trustee training on strategic planning: Director Benson, Mike Dendis, and Steve Mallory will attend; training program will also address community assessment.

Front windows have been re-glazed and re-pointed, storm windows are being cleaned and will then be repositioned when done.

**New Business:**

*Motion made to increase WG referendum request from \$279079 to \$289079 in order to reduce the amount of retained earnings needed to balance the budget from \$36777 to \$26777 made by Mary Jo Copeland, seconded by Gloria Francisco. Unanimous vote in favor.*

Director Benson to send out updated 2017 proposed budget reflecting the above change.

Holiday party will be December 11<sup>th</sup> from 2:00-4:00.

*Motion made to move the November 21<sup>st</sup> meeting to November 28<sup>th</sup> and combine the November and December meeting into one made by Gloria Francisco, seconded by Susan York. Unanimous vote in favor.*

Director Benson to check meeting room calendar with new meeting date and update library website with the date change.

**Friends Report:** No report submitted.

**Adjournment:** 8:07 pm.

Respectfully submitted: Kristen Northrop Co-Secretary

**Next meeting:** November 28, 2016 at 6:00 pm