

Maxwell Memorial Library  
Board of Trustees Annual Meeting  
January 20, 2015

**Present:** Trustees C. Drake, G. Mango, M. Cuddy, MJ Copeland, G. Francisco,  
P. Elliott, Library Director K. Benson

**Absent:** M. Murphy

**Guests:** Kristen Northrop, Diane Curran, Michael Dendis, Cheryl Robinson

**Call to Order:** President Drake at 6:05 PM

**Secretary's Report:** in Murphy's absence, Elliott provided brief report. Reminded new Board members that copies of meeting minutes are kept in binder at the front desk and are available for public to read at all times that library is open.

**Treasurer's Report:** Copeland presented year-end balance sheet, fund balance and Revenue/Expenditure statement. Copies attached.

**Director's 2014 Report:** Benson reported that although circulation of physical items had declined from previous year, overall circulation, including digital items from Overdrive, 3M, Freegal and Hoopla, a new service added in 2014, showed an increase. Library won \$2,500 for ebooks in an Overdrive contest by showing a significant increase in circulation of ebooks. Library met the increasing demand for computer instruction by adding programs and one-on-one sessions for patrons. The part-time Youth Services librarian became a full-time salaried position mid-year. Concerted efforts were made to work in partnership with Fairmount Library. The two libraries serving the Town of Camillus agreed to re-charter as one unified association library. The Town of Camillus will be decreasing funding for libraries in increments over the next 4 years. West Genesee school district tax payers approved a levy increase of \$22,000 for a total of \$162,819. The Camillus community generously responded to the annual appeal with \$7,917 in donations and the Friends of Maxwell gave \$2,450 for children's programs and supplies, a bike rack, automatic door opener and other small gifts.

**NEW BUSINESS:**

1. Motion to approve the following banks as the authorized banks for the Maxwell Library to obtain banking and financial services: First Niagara for checking and savings and Geddes Federal Savings and Loan for money market account.

Motion to approve: G. Francisco; second- P. Elliott

Carried 6 Yes, 0 No

2. Motion to require two(2) signatures on checks written on First Niagara account.

Motion to approve: G. Francisco; second- M. Cuddy

Carried 6 Yes, 0 No

3. Motion to have the following names authorized to sign checks for the First Niagara account.

Kathryn Benson, Maxwell Library Director

George Mango, Maxwell Library Board President

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Mary Jo Copeland, Maxwell Library Board Treasurer  
Margaret Elliott, Maxwell Library Board Secretary  
Motion to approve: M. Cuddy; second-G. Francisco  
Carried 6 Yes, 0 No

President Drake indicated First Niagara requires new signature cards each year. Names listed above need to bring copy of minutes authorizing them as signatures. Any prior year signatures will be removed and will no longer be valid.

4.Motion to have the following names authorized for transactions on the Geddes Federal Savings and Loan account:

George Mango, Maxwell Library Board President  
Mary Jo Copeland, Maxwell Library Board Treasurer  
Motion to approve: M. Cuddy; second-G. Francisco  
Carried 6 Yes, 0 No

5.Motion to approve the following credit cards, and signatures

First Niagara Visa Card in the name of Maxwell Library –Library Director  
Kathryn Benson (maximum credit limit \$5,000)

First Niagara Visa Card in the name of Maxwell Library - Youth Services  
librarian Rose Burdick (maximum credit limit \$1,000)

Staples Business Card in the name of Maxwell Library - Library Director Kathryn  
Benson (maximum credit limit \$10,000)

And to cancel the following credit card accounts

Costco American Express (maximum credit limit \$25,000) and Home Depot  
(maximum credit limits \$1,500)

Motion to approve-P. Elliott; second- M. Cuddy  
Carried 6 Yes, 0 No

6.Motion to confirm the following publications: Syracuse Post-Standard, Neighbors West, Eagle Newspapers, Syracuse New Times, CNY Central Channels 3 and 5 News, West Genesee school district newsletters, Greater Camillus Chamber of Commerce newsletter.

Motion to approve - M. Cuddy; second-MJ Copeland  
Carried 6 Yes, 0 No

7.Acknowledgment of the following independent contractors. Contracts are currently held but may be subject to change in 2015 as deemed appropriate.

IV4 – on \$2,000 retainer for IT maintenance

Harris Hill Landscaping – for snow removal and yard work \$2,565/year paid monthly

Contract expires April 30, 2015

Dream Achiever Cleaning Services - \$215/week

Frank Bellso – accounting services \$6300/year paid monthly

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Lori Ciarla, CPA, Dermody, Burke & Brown – completes annual 990 tax return approx.  
\$600/year  
RJ Caruso Tax & Accounting, Oswego, NY – payroll services in 2015 27 pp's at \$31/pp,  
approx. \$837/year

8. Discussion of West Genesee referendum and Tax Cap override  
Motion to approve Tax Cap Override – G. Francisco; second C. Drake  
Carried 5 Yes, 1 No  
Motion to approve WG referendum keeping within the 2% - request additional \$4,260  
Motion to approve: MJ Copeland; second G. Mango  
Carried 5 Yes, 1 No

9. Slate of Officers for 2015 approved at November 2014 meeting  
President – George Mango  
VP – Gloria Francisco  
Treasurer – Mary Jo Copeland  
Secretary – Peg Elliott

10. Reappointment of current Maxwell Trustees  
George Mango 1<sup>st</sup> term expires 1/2016  
Gloria Francisco 2<sup>nd</sup> term expires 1/2018  
MaryJo Copeland 2<sup>nd</sup> term expires 1/2017  
Peg Elliott 1<sup>st</sup> term expires 1/2017

Appointment of new Maxwell Trustees  
Kristen Northrop 1<sup>st</sup> term expires 1/2018  
Diane Curran 1<sup>st</sup> term expires 1/2018

EXECUTIVE SESSION:

Drake called an Executive Session at 7:25 PM to discuss Maxwell Library Director  
performance evaluation Executive session concluded at 7:32 PM

Motion to approve a 2% raise for Library Director Benson for 2015  
Carried 4 Yes 2 No

Thank you's to outgoing board members C. Drake, M. Cuddy and M. Murphy. Gifts  
provided by MJ Copeland

ADJOURNMENT: Annual Meeting adjourned at 7:35 PM

Respectfully submitted,

*Peg Elliott*  
Peg Elliott, Secretary