

**Meeting Minutes – Regular Board Meeting  
Maxwell Memorial Library Board of Trustees  
March 16, 2015**

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

**Guests:** Lucille Adorante, Peggy Paige

CALL TO ORDER: President Copeland at 6:15 PM

**APPROVAL OF MINUTES:**

February 23, 2015 Board Meeting minutes approved

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

Carried 8 Yes 0 No

**NEW MEMBERS:**

Lucille Adorante 1<sup>st</sup> 3-year term begins March 2015 through January 2018

Motion to approve: S. York; second L. Lavender

Carried 8 Yes 0 No

**TREASURER’S REPORT:**

D. Curran presented Balance Sheet & Fund Balance. Statement of Monthly Revenue & Expenditures. P. Elliott requested again that Consulting Fees be moved out of Personnel line and reported on a separate line under Other Operating Expenses on the Statement of Revenues & Expenditures

Motion to approve with corrections: M. Dendis; second G. Francisco

Motion Carried 9 Yes 0 No

**DIRECTOR’S REPORT:**

Benson reported that the Costco account has been closed. Clerk Maria Fishkin who has been ordering media will resign effective June 2015. Clerk Jennie Groth will take over the media ordering responsibilities under Director Benson’s supervision. Maxwell Library had a table at the WG middle schools “10-Book Challenge” event. Roof leak discovered March 5. Maintenance man Jeremy Henderson was notified. Basement reorganization project with Eagle Scout candidate Travis Register was completed. NYS Annual Report was submitted to OCPL on March 2. Report needs Board review and approval.

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

Motion Carried 9 Yes 0 No

**FRIEND’S REPORT**

All ‘thank yous’ for donations from annual appeal will be mailed out by March 24, 2015. Library Trustees will be responsible for the 2015 Annual Appeal mailing and followup with donors.

**OLD BUSINESS:**

1. In Fall 2014 the Maxwell Board voted to rescind a NYS construction grant proposal. At that time the Board discussed, in the alternative, using the library’s building fund to make modest improvements to the existing facility, while preserving the majority of its fund balance for use associated with the intended re-chartering of the Maxwell and Fairmount libraries into a single free association Camillus Community Library. The current Board discussed whether Maxwell should consider submitting a construction grant proposal this Fall. New Board members requested additional information. Director Benson will email Trustees information about the NYS Construction Grant process.

Motion to approve Director Benson proceed drafting a possible 2015 grant proposal to renovate the existing Maxwell building

Motion to approve L. Lavender; Second M. Dendis

Motion Carried 8 Yes 1 No

2.Fairmount has decided not to proceed with the due diligence checklist and an audit at this time.

3.The Maxwell Strategic Plan approved March 18, 2013 will be emailed to all Trustees for review, discussion and update at April meeting.

NEW BUSINESS:

1.WG Referendum budget information meetings to be held on 4/27 G. Francisco will attend, 5/4 D. Curran and MJ Copeland will attend and 5/6 K. Benson will attend.

2.Trustees had an opportunity to sign up for the following Committees:

By-laws, Policies and Procedures/ long Range Planning Committee  
Public Relations Committee  
Buildings & Grounds Committee  
Finance and Resource Committee  
Friends' Liaison  
Nominating and Personnel Committee

3.Discussion regarding population served listed in Maxwell's Annual Report to NYS. P Elliott distributed chart showing population by census tract in Maxwell's chartered to serve area [from 2010 Census] which is much higher than population listed in report. Director Benson will review this with OCPL System liaison Amanda Travis.

Motion to approve 2014 NYS Annual Report G. Francisco; Second K. Northrop

Motion Carried 9 Yes 0 No

Next meeting scheduled for Monday, April 20, 2015 6:00PM

ADJOURNMENT: Meeting adjourned at 8:00 PM

Respectfully submitted,

*Peg Elliott*

Peg Elliott, Board Secretary