

**Meeting Minutes - Regular Board Meeting  
Maxwell Memorial Library Board of Trustees  
July 20, 2015**

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

**Absent:** L. Adorante

**Guests:** Mary Lou Rohner, Cheryl Robinson, Frank Bellso, Maxwell Bookkeeper/Accountant and Michael Lisson, Grossman St. Amour,

CALL TO ORDER: President Copeland at 6:05 PM

**APPROVAL OF MINUTES:**

June 17, 2015 Board Meeting minutes approved as amended

Motion to approve: D. Curran; second S. York

Motion Carried 8 Yes 0 No

**OLD BUSINESS - PRESENTATION:**

Michael Lisson, CPA w Grossman St. Amour, presented the 2014 Auditor's Report. A copy of the full report is available to the public upon request. Mr. Lisson offered to present 990 at the August meeting.

2016 Budget: Discussion continued re draft library budget for 2016. The Board agreed that more funds would be allocated to Library Materials & Services increasing the lines for Books and Program Expenses and adding a category for Technology. Projected Town funding and possible amount to propose through West Genesee referendum were discussed. It was the opinion of the Board that a revised draft budget would be prepared showing an allocation of Town funds proportionate to the chartered service area populations of Maxwell and Fairmount libraries. MJ Copeland agreed to meet with Camillus Town Supervisor Coogan to discuss this. The Finance Committee will prepare a revised draft to present at the August meeting.

Building Renovation: MJ. Copeland and the Building Committee members reported that the architect's most recent proposal came in way over budget. Copies of a revised floor plan, a detailed description of the construction grant project and a preliminary construction estimate provided by Robertson Strong Apgar Architects were distributed to the Board. The Board discussed these. The current plan creates a Processing room for staff by eliminating one bathroom and using a portion of the current meeting room, creates separate computer areas for children and adults, creates a family seating area and small study areas for adults and adds improved LED lighting, new carpeting and paint throughout the library.

Motion to approve proceeding to complete a NYS Construction Grant proposal in the amount of \$300,000 to make renovations to Maxwell Library: D. Curran; second K. Northrop

Motion carried 7 Yes 1 No

**TREASURER'S REPORT:**

D. Curran presented Balance Sheet & Fund Balance. Statement of Monthly Revenue & Expenditures.

Motion to approve Treasurer's Report: L. Lavender; second P. Elliott

Motion Carried 8 Yes 0 No

**DIRECTOR'S REPORT:**

Director Benson submitted written report of her June 2015 meetings and library activities. A copy of the OCPL 2014 Statistical Summary was distributed to Board members by email. Funds were used from the Repair & Maintenance line to resolve several HVAC issues. New staff and public PCs were purchased and installed. Director Benson raised a concern regarding the need for the Board to pass a resolution to rescind the tax override resolution passed previously. P. Elliott reported she had spoken by phone with the Syracuse Regional Office, Office of the State Comptroller Local Government and School Accountability on this issue.

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She was advised by Brent Kremenek that Maxwell did not need to pass such a resolution since we were already so many months into our budget year. Maxwell Library was mentioned in recent Sean Kirst article re adult literacy

NEW BUSINESS:

Motion to approve appointment of Justin Webster as a summer intern to work June 17-August 21 for 10 hours per week at an hourly rate of \$8.75. MJ. Copeland; second S. York  
Motion Carried 8 Yes 0 No

An Executive Session for the purpose of discussing evaluation procedures for the library director was called at 8:30 PM.

Board came out of Executive Session at 9:20 PM.

Next meeting scheduled for Monday, August 17, 2015 6:00PM

ADJOURNMENT: Meeting adjourned at 9:22 PM

Respectfully submitted,

*Peg Elliott* Peg Elliott, Board Secretary