

**Meeting Minutes - Regular Board Meeting  
Maxwell Memorial Library Board of Trustees  
August 17, 2015**

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

**Guests:** John Rohner, Cheryl Robinson, Michael Lisson, Grossman St. Amour,

CALL TO ORDER: President Copeland at 6:05 PM

**APPROVAL OF MINUTES:**

July 20, 2015 Board Meeting minutes approved

Motion to approve: S. York; second K. Northrop

Motion Carried 8 Yes 0 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 K. Northrop

Motion Carried 9 Yes 0 No

**OLD BUSINESS:**

Board discussed setting up a PayPal account in order to collect donations online. P. Elliott agreed to email Director Benson PayPal contact information and notes re accounts for nonprofits for further followup.

Motion to repeal the 2015 tax cap override that was previously passed by the Board at the 1/20/15 meeting.

Motion to approve: D. Curran; second P. Elliott

Motion Carried 8 Yes 0 No

Director Benson will followup by completing the required online form.

Board President Copeland presented a draft a letter to Mary Ann Coogan, Camillus Town Supervisor to accompany the 2016 proposed budget. Re-wording for the budget cover letter was discussed.

Motion to approve the proposed 2016 budget which reflects expected funds from the Town of Camillus of \$67,000 and submit to the Town of Camillus prior to their September deadline.

Motion to approve;. K. Northrop; second L. Adorante

Motion Carried 9 Yes 0 No

**DIRECTOR'S REPORT:**

Director Benson submitted written report of her July 2015 meetings and library activities. Jeremy Henderson will be able to make repairs to identified building issues: roof flashing, rain gutter and foundation. Benson will obtain quotes for snow removal service. Director Benson and Youth Librarian Rose Burdick will be attended NYLA in October.

Weekly hours of operation for Maxwell were discussed. Currently Maxwell has evening hours on Monday, Tuesday and Wednesday.

Motion to approve creating a new part time clerk position at a pay rate of \$10.00 a hour to begin Fall 2015.

Motion to approve: G. Francisco; second L. Adorante

Motion carried 9 Yes 0 No

Motion to approve adding an additional three hours per week in order to offer the public library hours on Thursday evenings to begin Fall 2015.

Motion to approve: MJ. Copeland; second P. Elliott

Motion carried 9 Yes 0 No

Meeting Minutes - Regular Board Meeting  
Maxwell Memorial Library Board of Trustees  
August 17, 2015

Director Benson emailed copies of the NYS Construction Grant proposal to all Board members for review prior to this meeting. Benson reported she had confirmed with the New York's State Historic Preservation Office (SHPO) that Maxwell Library was exempt. SHPO will provide a temporary letter documenting this for submittal with the 2015 proposal and will provide a permanent letter to be used for any further construction grant proposals.

Motion to approve the NYS Construction Grant proposal in the amount of \$300,000 to make renovations to Maxwell Library and to submit to the Onondaga County Public Library prior to the 8/28/15 deadline.

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

Motion carried 8 Yes 1 No

**GUEST PRESENTATION:**

Mike Lisson, CPA, distributed draft copies of Maxwell's 2014 990 form. He walked the Board through each section and answered questions.

**NEW BUSINESS:**

Board discussed Maxwell's annual appeal. Last year 2300 letters to active Maxwell card holders were sent out resulting in donations from 200 library supporters. Board may consider using West Genesee voter registration lists and pre-printed mailing labels this year. P. Elliott mentioned the importance of mailing to those who had donated in the past two years but all agreed that there is a need to reach beyond the current Maxwell card holders for an annual appeal.

The Friends of Maxwell Library have identified several specific projects which would help beautify the outside of the library property. They expressed an interest in funding some additional landscaping and repairing or replacing some of the outside signage.

ADJOURNMENT: Meeting adjourned at 8:30 PM

Respectfully submitted,

*Peg Elliott*

Peg Elliott, Board Secretary