

**Meeting Minutes - Regular Board Meeting
Maxwell Memorial Library Board of Trustees
October 19, 2015**

Present: Trustees MJ. Copeland, G. Francisco, P. Elliott, L. Lavender, K. Northrop, Maxwell Director K. Benson

Absent: D. Curran, M. Dendis, L. Adorante, S. York

Guests: Cheryl Robinson

CALL TO ORDER: President Copeland at 6:08 PM

APPROVAL OF MINUTES:

September 21, 2015 Board Meeting minutes approved as amended to include letter from Friends dated 9/13/15

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

Motion Carried 5 Yes 0 No

TREASURER'S REPORT:

K. Benson presented Balance Sheet & Fund Balance. Statement of Monthly Revenue & Expenditures. Maxwell received slight increase in NY State Aid as a result of adjustment to Annual State Report now reflecting correct population served of 19,456.

Materials expenditures for year at 67%.

Motion to approve Treasurer's Report: K. Northrop; second L. Lavender

Motion Carried 5 Yes 0 No

OLD BUSINESS:

Board discussed annual appeal letter. Agreed on new wording. K. Benson will make corrections and email copy to all Board members for final review. K. Benson will provide printed labels for bulk mailing to households in zip 13031. L. Lavender will arrange with BOCES to complete printing and labeling. Goal is to mail letter out early November. Donors will have option to donate online or mail in check using form at bottom of letter.

Three snow plow bids were reviewed. Motion to approve a contract with Meticulous Lawn Care and Snow for snow removal services for winter 2015-2016.

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

Motion Carried 5 Yes 0 No

K. Benson will followup with vendor to secure contract to begin 11/1/2015.

MJ Copeland and K. Benson provided an update on the renovation project and NYS construction grant.

Motion to approve payment of the invoice for the preliminary design fee (Phase 1) and 50% of the fee for construction documents (Phase 11)

Motion to approve: MJ Copeland; Second K. Northrop

Motion Carried: 4 Yes 1 No

DIRECTOR'S REPORT:

Director Benson submitted written report of her September 2015 meetings and library activities. She presented library information at a Rotary Club lunch. Conducted interviews and hired a new part-time circulation clerk. Meeting with Rev. Marcia Wickert, Camillus Methodist Church, regarding parking. The 'curb appeal' landscaping and sign projects donated by the Friends are continuing. The Maxwell PayPal account is set up for online donations. The Tino Martin: Memories of Mischief oral history project, funded by a 2014 DeFrancisco grant, will culminate in a signing event on Thursday 11/12/15 from 5pm-7pm. It was noted that Statistics by the Month report submitted did not include August and September. Benson will re-send the correct document to Board members.

Motion to approve the hire of Chelsea Rein as a part time circulation clerk at a rate of \$10.00/hour.
Motion to approve: MJ. Copeland; second K. Northrop
Motion carried 5 Yes 0 No

NEW BUSINESS:

MJ Copeland and K Benson met with Camillus Town Supervisor Mary Ann Coogan, and Town councilmen Dave Callihan, Mike LaFlair and Steve James.

ADJOURNMENT: Meeting adjourned at 9:00 PM

Respectfully submitted,

Peg Elliott

Peg Elliott, Board Secretary