

**Meeting Minutes - Regular Board Meeting
Maxwell Memorial Library Board of Trustees
November 16, 2015**

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

Absent:, L. Adorante

CALL TO ORDER: President Copeland at 6:10 PM. [Meeting conducted at the Camillus First United Methodist Church due to construction of Maxwell's meeting room space]

APPROVAL OF MINUTES:

October 19, 2015 Board Meeting minutes approved.

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

Motion Carried 8 Yes 0 No

TREASURER'S REPORT:

D. Curran presented Balance Sheet & Fund Balance. Statement of Monthly Revenue & Expenditures. Materials & Services expenditures for year at 74%.

Motion to approve Treasurer's Report: L. Lavendar; second G. Francisco

Motion Carried 8 Yes 0 No

OLD BUSINESS:

Annual Appeal letters were mailed out Friday 11/13/2015. Board discussed bulk mailing process and potential ways to streamline and lower costs for next year. Director Benson agreed to get back to Board on when current mailing certificate expires. L. Lavender agreed to look into cost of bulk mailing certificate for Solvay and Taft Rd locations. Director Benson reported on the status of Maxwell's PayPal account and online donation process. Board discussed who should have access to PayPal account, that Treasurer should be the one to transfer funds out of PayPal every two weeks or more often if account gets above \$500. Also discussed was which Board members would have access to the PayPal account in order to review donor list. The goal is to develop a comprehensive donor list merging online donors with list of those submitting cash or check donations. Final wording of 'Thank You' letter will be discussed via email. Director Benson will have copies of letter ready for Board signatures. Board volunteers will handle recording and mailing of ThankYou's with first meeting Thursday 11/19 at 5:30pm.

Board discussed a West Genesee teacher's request to have her students issued –e-content only library cards. L. Lavender agreed to draft a letter for parents to sign.

Director Benson provided an update on the renovation project, distributed copies of the floor plan and showed the Board paint and carpet color samples.

DIRECTOR'S REPORT:

Director Benson submitted written report of her October 2015 meetings and library activities. Benson will provide the Board with a summary of the NYLA Conference before the 12/7 Board meeting.

NEW BUSINESS:

Director Benson submitted draft copies of the following : Lockdown Procedure in Library, Maxwell Library Safe Areas and Missing Person in the Library [prepared by Youth Services Librarian Rose Burdick and Maxwell Friend Susan Boek] and a draft Unattended Children Policy[prepared by Rose Burdick and Circulation Clerk Jennifer Groth]. P. Elliott noted that several items listed in the Unattended Children Policy were actually staff procedural items and suggested Benson revise and resubmit to Board at next meeting. Board briefly discussed other three procedures. No votes were taken.

Board discussed the survey form for staff evaluation of the Library Director. These forms will be mailed to each staff member with a stamped self addressed envelope to ensure confidentiality.

Board discussed the revised Library Director job description that had been drafted by S. York and P. Elliott. The revision provides clearer and more complete explanations of the Director's duties and responsibilities and adds a section for 'Required professional knowledge, skills and abilities' which had not previously been part of the job description. Director Benson asked the Board to clarify several items in the description. Benson agreed to provide a copy of her contract to Board members on or before the next Board meeting. Motion to approve the amended Library Director job description.
Motion to approve: D. Curran; second P. Elliott
Motion Carried 7 Yes 0 No

ADJOURNMENT: Meeting adjourned at 8:45 PM

Respectfully submitted,

Peg Elliott

Peg Elliott, Board Secretary