

**Meeting Minutes - Regular Board Meeting
Maxwell Memorial Library Board of Trustees
September 21, 2015**

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

Absent: G. Francisco, P. Elliott

Guests: Mary Lou Rohner, John Rohner, Sharon Perry, Cheryl Robinson, Gerry Robinson, Joyce Fooks,

CALL TO ORDER: President Copeland at 6:00 PM

FRIENDS REPORT:

Mary Lou Rohner discussed the "Letter from Friends" posing questions and sharing concerns with the renovation project. Letter is attached to minutes.

APPROVAL OF MINUTES:

August 17, 2015 Board Meeting minutes approved

Change tax cap override vote to 9 Yes 0 No

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

Motion Carried 7 Yes 0 No

OLD BUSINESS - PRESENTATION:

Fundraising Donate Button is a go, Cal York to help Katy establish Library's nonprofit status on PayPal.

Annual appeal letter discussion – letter needs to be catchy, fun, and short enough so reader only has to spend about 30 seconds reading. Lynnette and Lucille to consult with Lynnette's PR friend for ideas and design suggestions.

Lucille will call Board of Elections for mailing labels.

Lynnette to get details from Arc of Onondaga regarding assistance with appeal letter mailing.

TREASURER'S REPORT:

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

Diane will not be at October meeting, will give financial write-up ahead of time to Katy.

We are expecting West Genesee payment anytime.

We are on target financially on all points of the budget.

Motion to approve Treasurer's Report: L. Lavender, second L. Adorante.

Motion Carried 6 Yes 0 No (MJ Copeland had to leave meeting for a few minutes when the vote took place)

DIRECTOR'S REPORT:

Meeting to be scheduled with Camillus Town Supervisor soon.

Would like to work with staff to draft and implement an "Unattended Child Policy" to present to the board.

Would like to review and update existing policies for patrons, especially those that appear on our website.

Building committee to meet to discuss final details of 1st Phase of construction/renovation project.

Lynnette confirmed that a paid intern cannot be paid for less than a 4 hour shift

A part-time employee who is asked to come in on short notice must be provided a minimum 4 hour shift.

Overview in August: change 2nd line of last paragraph "created" to "create."

Motion to approve Director's Report: L. Lavender, second D. Curran.

Motion Carried 7 Yes 0 No

Next meeting scheduled for Monday, October 19, 2015 6:00PM

ADJOURNMENT: Meeting adjourned at 8:20 PM

Respectfully submitted,

Kristen Northrop