

Meeting Minutes - Board Meeting  
Maxwell Memorial Library Board of Trustees  
February 22, 2016

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

**Absent:** L. Adorante

**Guest:** Cheryl Robinson

CALL TO ORDER: President Lavender at 6:00 PM

**APPROVAL OF MINUTES:**

January 25, 2016 Board Meeting minutes approved

Motion to approve: S. York; second M. Dendis

Motion Carried 8 Yes 0 No

**TREASURER'S REPORT:**

M. Dendis presented Balance Sheet & Fund Balance. Statement of Monthly Revenue & Expenditures. Dendis reported that close to 90% of donations resulting from Fall 2015 annual appeal were from 13031 zip code. He will provide further analysis of current and prior donors at March meeting. Board discussed need to review fundraising efforts.

Motion to approve Treasurer's Report: D. Curran; second K. Northrop

Motion Carried 8 Yes 0 No

**DIRECTOR'S REPORT**

The Board acknowledged receipt of the January 2016 Director's Report. Director Benson will establish a 'Rapid Reads' collection.

**OLD BUSINESS:**

P. Elliott distributed list of 2016 Trustees with contact information. There was one correction. The revised copy will be emailed to all Trustees and Director Benson for their files.

Director Benson will email the Board the updated 2016 Staff Roster.

Director Benson brought up the topic of scheduling a lunch with one or more of the County legislators whose districts include a portion of Maxwell Library's chartered service area. The following two legislators were mentioned : Michael E. Plochocki, 6th District, Derek T. Shepard, Jr., 13th District. D. Curran, M. Dendis, and L. Lavender indicated interest in attending an event. Benson will contact the other libraries in these districts to see about coordinating a lunch for April or May. *Note: The 11th District, Patrick M. Kilmartin, also includes some of the Maxwell Library service area.*

Motion to approve the rate of pay for the position of substitute clerk at \$10.00/hour.

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

Motion Carried 8 Yes 0 No

Motion to approve the hiring of Tonya Wilson and Melissa Lewandowski as substitute clerks at the rate of pay of \$10.00/hour.

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Motion to approve: K. Northrop; second D. Curran  
Motion Carried 8 Yes 0 No

Review of policies Unattended Child Policy and Whistleblower tabled until March meeting.

NEW BUSINESS:

In keeping with recommendation from the NYS Handbook for Library Trustees, President Lavender requested that Board members sign the Public Library Trustee Ethics Statement. By signing, each Trustee acknowledges that he/she "are accountable for the resources of the Library, agree to see that the Library provides the best possible service to the community and will make a personal commitment to contribute the time and energy to faithfully carry out Trustee duties and responsibilities effectively and with absolute truth, honor and integrity." The Board Secretary will be responsible for maintaining the file for these. Trustees will sign a new statement each year at the Annual meeting in January.

A Standing Committee sign up sheet was passed around. L. Lavender will distribute the Committee assignments on or before the March meeting.

The 2015 NY State Report was reviewed before final submittal. P. Elliott had several questions. Director Benson clarified that many of the numbers listed were calculated by the Onondaga County Public Library System Technical Services department. Benson will double check information listed in Public Service Hours Sec 8.6-8.13 before submitting.

Motion to approve the 2015 State Report with any necessary correction to Sec 8.6-8.13.

Motion to approve: M. Copeland; second S. York  
Motion Carried 8 Yes 0 No

EXECUTIVE SESSION

7:35 PM The Board entered into Executive session for the purposes of discussing Director Benson's 2015 performance evaluation.

At 9:02 PM the Board came out of Executive Session.

Motions will be reported as part of the meeting minutes from the March 21, 2016 Board meeting.

NEXT BOARD MEETING: Monday, March 21, 2016 6:00 PM

ADJOURNMENT: Meeting adjourned at 9:05 PM

Respectfully submitted,

*Peg Elliott*                      Peg Elliott, Board Secretary