

**Meeting Minutes - Board Meeting
Maxwell Memorial Library Board of Trustees
March 21, 2016**

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

Guest: Cheryl Robinson

CALL TO ORDER: President Lavender at 6:00 PM

Guest, Cheryl Robinson was welcomed

EXECUTIVE SESSION

6:05 PM The Board entered into Executive session for the purposes of discussing issues relating to personnel issues.

At 6:40 PM the Board came out of Executive Session.

Motion to approve issuing a disciplinary letter to Director Benson due to procedural irregularities pertaining to contractor and personnel matters.

Motion to approve: P. Elliott; second L. Adorante

Motion Carried 6 Yes 3 Abstain 0 No

Board members MJ Copeland and G Francisco left the meeting due to a prior commitment.

APPROVAL OF MINUTES:

February 22, 2016 Board Meeting minutes approved as amended

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

Motion Carried 7 Yes 0 No

TREASURER'S REPORT:

M. Dendis presented Balance Sheet & Fund Balance. Statement of Monthly Revenue & Expenditures. Dendis and Benson provided clarification re several items on the monthly Transaction Summary. Due to time required for analysis, report re analysis of current and prior donors was tabled until the April meeting.

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

Motion Carried 7 Yes 0 No

DIRECTOR'S REPORT

The Board acknowledged receipt of the February 2016 Director's Report. A pneumatic door closer has been installed in the handicapped bathroom. Benson provided clarification of questions raised regarding entries in the NYS Annual Report re hours of operation and periodical holdings. The Friends voted to provide \$2,820 to Maxwell in 2016. Funds from the Friends will go toward the Summer Reading Program, hand puppets for the Imagination Station, the BookPage subscription and a portion of the cost for the new storm windows in the front of the Library. Director Benson submitted a renovation cost chart including Phase 1 budgeted and actual costs. A bid from Mastiff

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Mowing & Lawn Service was submitted for consideration and approved. Benson was asked to get a contract clearly labeled "contract" and with effective dates.

OLD BUSINESS:

Three motions were voted on in executive session at the February 22, 2016 Board meeting:

Motion to approve the revised Library Director Job Description.

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

Motion Carried 8 Yes 0 No

Motion to approve writing a 2016 Employment Agreement for Director Benson.

Motion to approve: G.Francisco; second M. Dendis

Motion Carried 8 Yes 0 No

Motion to approve Director Benson's 2015 Performance Evaluation, to be accompanied by a Performance Improvement Plan (PIP) still to be written by President Lavender.

Motion to approve: D. Curran; second K. Northrop

Motion Carried 8 Yes 0 No

FRIENDS REPORT:

L. Adorante reported that the Mayor of the Village of Camillus spoke at their recent meeting. 29 apartments will become available in the old Cutlery building. The Friends are working on the annual geranium sale fundraiser.

Motion to adopt a Whistleblower Policy

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

Motion carried 7 Yes 0 No

The Policy Committee distributed a revised draft of an Unattended Children Policy that incorporated staff suggestions and recommended additional wording.

Motion to adopt an Unattended Children Policy

Motion to approve: K. Northrop; second D. Curran

Motion carried 7 Yes 0 No

The Policy Committee suggested the proposed Missing Person and Lockdown documents were internal library procedures and that an official Board Policy was not necessary on these topics. The Committee further recommended that Director Benson contact Camillus police to see if they provided training or best practices re handling threatening situations.

Based on information provided by Treasurer M. Dendis, the Policy Committee presented an Accounting & Checks Policy and Procedures. Change includes expense reimbursement checks

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issued on a biweekly rather than weekly basis and revised accounting procedures whereby check signing authorization will be limited to Board officers: President Lynnette Lavender, Vice President Susan York, Treasurer Michael Dendis and Secretary Peg Elliott. Library Director Katy Benson is not authorized to sign checks. Discussion followed.

Motion to adopt an Accounting and Checks Policy and Procedures

Motion to approve: D. Curran; second L. Adorante

Motion carried 7 Yes 0 No

NEW BUSINESS:

Motion to approve expenditure of a \$50 contribution to the Memorial Day Parade.

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

Motion carried 7 Yes 0 No

Board discussed the upcoming West Genesee referendum. President Lavender will work on wording for an informational flyer that combines wording from a prior draft and the Maxwell annual appeal letter. Director Benson will send the appeal letter file to Lavender. A useful tool to show the value of the community library is the Library Services ROI (Return on Investment) Calculator. This is currently linked on the library's website. K. Northrop mentioned PTA newsletters as an additional way to spread the word and will check with G. Francisco.

President Lavender reported that the Building Committee would now be a Committee of the Whole in order to afford all trustees the opportunity to be fully informed and involved in the overall building renovation project. President Lavender had previously scheduled a Building Committee meeting with architect Larry Koch for April 13, 2016, at 6:00 PM. A meeting on March 31, 2016, was also discussed to make progress toward a May 2 start date for Phase 2. At least three of the Board members were unavailable on this date. Benson indicated that the architect is expected to submit working drawings and Phase 2 estimates by March 31. Trustees agreed to hold a Building Committee meeting on the earlier date if the architect and contractor could provide new cost quotes by then; if not, then the 3/31 meeting would be canceled. The April 13 date was kept in either case. Further discussion regarding lighting and the energy audit will take place at one of the Building Committee meetings.

NEXT BOARD MEETING: Monday, April 18, 2016 6:00 PM

ADJOURNMENT: Meeting adjourned at 9:15 PM

Respectfully submitted,

Peg Elliott

Peg Elliott, Board Secretary