

Maxwell Memorial Library Monthly Meeting

Minutes for Monday, May 16, 2016

Present: Trustees Mary Jo Copeland, Lucille Adorante, Mike Dendis, Kris Northrop, Gloria Francisco. Director Katy Benson

Absent: Susan York

Guests: Jerry Lewis, Rena Brower, Amanda Travis, John Rohner, Cheryl Robinson, Steve Mallory (not a trustee and not voting until he was voted in at end).

Call to Order: 6:03

Amanda Travis (OCPL Member Services Coordinator) handed out copies of the 2015 OCPL Statistical Summary and shared library statistics for the Board's review. She noted that Maxwell is one of 8 libraries in the OCPL system with increased circulation in 2015. When comparing Maxwell with other libraries, Amanda recommends we look at the information against comparable libraries, including Marcellus, Salina, and Solvay. She said Aaron Neslin (OCPL Integrated Technologies Librarian) is working on an analysis of our collection.

Jerry Lewis (renovation project contractor) provided a revised budget totaling approx.. \$250,000 for Phases 2 and 3 of the renovation project for the Board's review. He will continue to work to bring the cost of the project down closer to \$238,000, the grant amount remaining after Phase 1. Friends representative John Rohner shared information with board and Jerry on storm window replacement plans. He will meet directly with Jerry to find a solution that fills the need within budget.

Secretary's Report (Minutes): April 18, 2016, minutes were approved with a change reflecting correct spelling of Kristen Northrop's name, and full first name of officers leaving and being added. Katy Benson to send March minutes to all board members for approval at the June meeting with adjustments.

Motion to approve the minutes by Mary Jo Copeland. Second by Gloria Francisco

Motion Carried 5 yes 0 No

Treasurer's Report: Michael Dendis presented treasurers report. End of April balance \$232,200.75; revenue for April \$1,280; expenses \$23,835. Question concerning OCPL Systems Services charge – budgeted \$6,500, have spent \$4,748. Katy to confirm figures are accurate. Program expenses are not on pace for the year, but Katy explained that about \$601, the cost of reprinting the Tino Martin book, was actually paid for by donations noted separately in the financials; Mike to look into high office supply expense for the month; Katy to ask Frank about water and sewer expenses.

Motion to approve treasurer's report Gloria Francisco. Second Lucille Adorante

Motion to approve carried 5 yes 0 no

Director's Report: Director Benson submitted her April report of library activities, meetings and requests. Presented summer reading program brochure, will need 3,000 copies for distribution. Looking at approx. \$462 in copy costs, will look for other quotes. Error on page 2, Sally returned to work on 5/9/16 not 4/6/16. Katy asked if there was any objection to adding a social media clerk to the staff; it will not be an additional clerk position, but will redefine an existing clerk position and will be filled when clerk Chelsea Rein leaves in late August. The Board gave the ok to write-up a job description to present and discuss at the June meeting. IV4 replacement vendor quotes will be presented at June meeting. New vacuum cost will appear in June financials. Blackout shade purchase will show in June financials. Lucille questioned how library staff felt about the Employee Feedback meeting. Katy said feedback was positive; will continue to refine the process; employee meetings replace the annual performance evaluation for regular full-time and part-time positions and will happen quarterly.

Friends Report: At the April meeting, Nicole Fanelli gave a presentation on investments. Geranium sale was a success; sold approx. 128 dz, about the same as last year.

Old Business: Reminder -- the library referendum vote will be on May 17, 2016 6:00 am – 9:00 pm.

New Business: Mike Murphy presented Technology Plan for 2016. The board gave Katy a go-ahead with several projects. Approved by board by discussion: authorized wireless printer purchase from Eastern Copy; move forward with IV4

replacement vendor; move ahead with designating Mike and Chelsea as social media leaders; move forward with WordPress as the replacement platform for Yahoo; investigate Chrome boxes as part of the renovation computer allowance; increase Rena and Rose's RAM and SSD capacity; Katy to talk with donating family using money for possible mobile checkout; look at DeFrancisco grant to cover costs for the teen tech program.

New Trustee: Board voted unanimously to add Steve Mallory as a trustee, with the first term ending January 2019. Motion carried 5 yes, 0 no

Adjournment: Meeting adjourned at 8:40 pm

Respectfully submitted: Kristen Northrop Co-Secretary

Next meeting: June 20, 2016 at 6:00 pm