

## Maxwell Memorial Trustee Meeting

### Minutes for Monday, July 18, 2016

**Present:** Mary Jo Copeland, Kristen Northrop, Gloria Francisco, Michael Dendis, Susan York, Steve Mallory, Lucille Adorante, Director Katy Benson, Guest: Contractor Jerry Lewis

Gloria Francisco left the staff meeting early.

**Called to Order:** 6:05 pm

**Secretary's report:** Minutes were accepted as written. Motion to Approve, Steve Mallory, Second S. York Approved-7 No-0

**Treasurer's report:** The balance at the end of June was \$179,936.04. In the statement of expenditures the treasurer reported that all the items in the budget appeared to be on target.

Present fund balance is \$10, 212.23.

Motion to approve, K. Northrop, Second, G. Francisco. Approved-7 No-0

Wording in the document Accounting and Check Policy and Procedures was discussed. It was agreed to omit the whole sentence under "Checks Payable to Director". It was also agreed to change the title to Check Policy and Procedures and leave out the word "accounting" in the title.

Motion to change the wording in the document, K Northrop, second, G. Francisco

Approved-7 No-0

Treasurer, Mike Dendis announced that he will not be available for check signing on August 5 and August 19 so another officer will have to sign on those days.

**Director's Report:** A change in our IT provider was discussed. Per Director Benson's research, it was agreed to accept Tom Becker on an as needed basis as our IT provider. Motion to accept Tom Becker-S. York, Second-L. Adorante

Approved-7 No-0

Katy reported that we received \$1,000 from a Senator De Francisco grant.

Director's Report (con't)

Auto-renewal of library books was discussed and the board decided that it would not be a good option for our library at this time. The Board opted not to adopt auto-renewal as we do not want to lose funds from overdue books.

**Old Business:**

**Renovation Update:** Jerry Lewis reported on Phase 2 and 3 of the renovation. which will begin after the summer reading program ends and , if all goes well, could be done by the end of November.

Jerry will start ordering supplies and will send one bill on the 25<sup>th</sup> of each month to be paid by the 10<sup>th</sup> of the following month. The first bill will be on July 25 and be about \$20,000.

Jerry reported that final drawings from RSA will be finished in a day or so for viewing. Samples of carpets and the drawings will be at the library for viewing by the board. Mary Jo Copeland and Susan York signed the contract with Jerry Lewis to begin Phase 2 and 3 of the renovation. Mary Jo, Katy, and Jerry will have copies.

**Frank Bellso Contract:** The contract was reviewed by Steve Mallory. He felt that the contract was fine. Motion to Approve-S. Mallory, Second-M. Dendis

Approve-7 No-0

### **New Business:**

**Fund Raising Letter:** The Board discussed using the same letter as last year with some minor changes in wording and, perhaps, pictures. Mary Jo will call Gail Creamer at Postnet to discuss a cheaper way to mail it. Only mailing the letter to the 13031 area code and to patrons who had donated was discussed.

### **Committees:**

**Friends:** L. Adorante reported that the Friends have not met in July. Their newsletter stated that the geranium sale and garage sale were very successful. They may be ending the garage sale unless they can find a new place to have it. They are running an adult summer reading program beginning on July 5. It involves filling out a form for each book read and putting it in a container at the library. On August 18 there will be a dessert party at the library and names in the container will be drawn to win gift cards to local establishments.

### **Adjournment:**

Motion to adjourn-M. Dendis, Second-S. York All approved.

Adjourn- 7:50pm Next meeting: August 15, 2016