

**Maxwell Memorial Library Trustee Meeting
Minutes, Monday, September 19, 2016**

Trustees Present: Mary Jo Copeland, Michael Dendis, Steve Mallory, Kristen Northrop, Lucille Adorante, Director Katy Benson

Absent: Susan York Late Arrival: Gloria Francisco

Guest: Cheryl Robinson

The meeting was called to order by President Mary Jo Copeland at 6:07 pm.

Minutes: Minutes for the August 15 meeting were approved.

Motion to Approve: MJ Copeland Second: S. Mallory

5 Yes 0 No

Treasurer Report: Treasurer M. Dendis presented his report.

- August Balance: \$292,672.62
- Total Revenue \$219,606
- Total Expenses in August: \$29,702
- Total Receipts over expenses in August: \$189,884.00 with allocation to building fund of - \$195,804.
- Total Expenses overall in August: -\$5,920
- A question about notations marked “transfers” on the “Transactions by Account” sheet was addressed. M. Denis explained that these were transfers from savings to checking.
- The notations marked “General Journal” were also explained as moneys for payroll.
- An expense of \$31.78 was noted as money used for supplies for the DeFrancisco Grant. This money will be taken from the supply fund.

Motion to approve the budget: K. Northrop

Second: S. Mallory 5 Yes 0 No

M. Copland and L. Adorante will sign checks on Friday, September 23.

Annual Appeal Letter

To limit the expenses for the annual appeal letter MJ Copeland proposed that we only send fliers to people who have donated in the past 3 years and to new library patrons rather than the whole 13031 zip code as was discussed. Fliers would also be available at the circulation desk and at the town hall. We also have the Donate button on the website for others who wish to donate.

Motion to accept this proposal: MJ Copeland

Second: L Adorante 5 yes 0 No

M. Dendis will put together a list of past donors. Director Benson will get the list of new patrons. L. Adorante will liaison with Postnet to get the cost for printing 1000 fliers. It was agreed that the flier be printed on a beige paper with the Maxwell logo in the return address.

Director's Report:

Katy Benson reported that there were several donations in memory of Jean Eustis, a longtime member of the Friends of Maxwell Library. They have totaled \$910, so far. MJ Copeland will assist Katy Benson with writing the thank you notes.

Director Benson reported that the moneys earned from the sale of old library furniture on Craig's List will be used toward the purchase of new library furniture. Hummel's is in the process of calculating the cost of new furniture.

Gloria Francisco arrived at the meeting.

Director Benson presented the names of the new employees to be appointed by the board.

- Heather Highfield - tech clerk, part time, regular employee
- Tonya Wilson - social media clerk, part time, regular employee

K. Northrop moved to appoint the new employees at the salaries cited.

Second: M. Dendis 6 yes 0 No

The Board gave Director Benson permission to approach Brittney Hewitt to be a sub.

Renovation:

New sub flooring for the children's section of the library had to be laid for \$3000. Jerry Lewis, contractor, felt that it was a necessary expense and that the cost can be made up in other areas.

A decision to put in the lead blue colored carpet in the library was made by the board. The board also gave Katy Benson, Rena Brower, and Rose Burdick permission to use the community room as their offices during the renovation of their offices.

At approximately 8:10 the Board of Trustees moved into an executive session.

At 8:40 the executive session was concluded. G. Francisco moved to adjourn. Second: M. Dendis

6 Yes 0 No

Next meeting Monday, October 17, 2016 6:00pm

Respectfully Submitted:

Lucille Adorante, co-secretary