

# Maxwell Memorial Library Monthly Meeting

## Minutes of Monday, June 20, 2016

**Present:** Trustees Mary Jo Copeland, Mike Dendis, Gloria Francisco, Steve Mallory, Kris Northrop, Susan York. Director Katy Benson

**Absent:** Lucille Adorante

**Guests:** Jerry Lewis

**Call to Order:** 6:03

**Jerry Lewis** (renovation project contractor) provided project update. As of now the final numbers are not firm and might indeed change a bit as most quotes are good for only 30 days. Critical that the shelving and lighting is ordered as soon as possible as there is a 3 month lead-time on average for delivery. New cost projections show a decrease in ceiling and rug expenditures. Rug quote down due to a drop in rug quality grade level. Jerry will present a final contract with firm numbers for approval at July 18 meeting.

Motion to allow Jerry Lewis to go ahead with drafting final renovation project costs to be presented and approved at July 18, 2016 meeting made by Gloria Francisco, seconded by Mary Jo Copeland. Unanimous vote in favor.

Jerry spoke at length with John Rohner prior to meeting regarding storm window project options. Current window is in good shape, panes need re-glazing, paint stripping and sealing of the sills. Jerry received a quote for \$3000 that includes scraping old paint, re-glazing of individual panes, painting with commercial grade paint, and epoxying the sills to prevent water damage; this treatment should prolong the life of window and storms another 8-10 years (estimated). The Board is looking for clarification from the Friends as to what the Kitchen Magician (painting contractor) estimate includes. A comparison will be done of both proposals and final decision made as soon as possible.

Katy to investigate whether there is any County money available for lead abatement projects.

Motion to accept the front 21 pane window project made by Gloria Francisco, seconded by Steve Mallory. Unanimous vote in favor.

NOTE: final vendor selection contingent upon detailed information of the intended work to be done by Jerry's painting contractor and the Friends suggested vendor - The Kitchen Magician.

**Secretary's Report (Minutes):** March 21, 2016, minutes were approved without change.

Motion to accept March 21, 2016 minutes made by Susan York, seconded by Gloria Francisco. Unanimous vote in favor.

May 20, 2016 meeting minutes were approved without change.

Motion to accept May 20, 2016 meeting minutes made by Mike Dendis, seconded by Mary Jo Copeland. Unanimous vote in favor.

**Treasurer's Report:** Michael Dendis presented treasurers report: end of May 2016 balance \$206,935.32; there was a \$75,000 transfer from Geddes Bank to First Niagara in May; revenue for May 2016 \$7,760; expenses for May 2016 \$26,161; expenses over receipts \$18,400; May 2016 deficit \$18,061; total year deficit \$56,235. Most all line items are within budget thus far. A \$430 water tax from the town of Camillus is the reason behind the recent high water bill. We expect to receive the money from West Genesee early October.

Two questions raised:

1. Why do we cut so many checks to Baker & Taylor, is there any way to consolidate the number of checks written to them?
2. Per policy, why does the last person to sign any check need to be the one to mail the check? New checks require 2 signatures. Suggested we look at modifying this procedure during the July meeting so that the checks, once signed and ready to mail, be sent from the library.

Motion to approve treasurer's report made by Susan York, seconded by Steve Mallory. Unanimous vote in favor.

**Director's Report:** Director Benson submitted her May 2016 report of library activities, meetings and requests. Mary Jo Copeland to contact Amanda Travis regarding weeding reports for Katy to work off of for her PIP compliance. Katy to slow down new purchases as we head into next phase of renovation, she will not be penalized in her PIP review for not spending the funds allocated for new

purchases during this time, any money not spent on new book purchases in 2016 will be rolled over into the 2017 book budget. The proposed Social Media Clerk job description was approved. The plan will be to post the job internally (within Maxwell and OCPL) to see if there is any internal interest from qualified employees, if not, the job description will be made public. Katy to scan and email Frank's contract to all Board members for review. The Board will vote on Frank's revised contract at the July 18 meeting. Katy presented three IT service provider options. She will follow-up with Marcellus for feedback on Tom Becker and also clarify his fee for new computer set-up. Katy presented a few local ads and marketing opportunities to the Board. It was agreed to have Rena and Chelsea move forward with securing ad space with the Camillus Ski Association (\$150) and Saving Face (\$100). It was decided we will not move to enter a grant intent for next year - 2017.

**Friends Report:** no report submitted.

**Old Business:** no old business discussed.

**New Business:** Mary Jo Copeland, Mike Dendis, Frank and Katy Benson worked to provide the proposed 2017 library budget which reflects a 3.3% increase over 2016. The Board reviewed the proposed budget by line item with a few modifications. Note, any money not spent on new book purchases in 2016 will be rolled over into the 2017 book budget. Mike to send the modified proposed 2017 budget to all board members for review in hope to approve at the July 18 meeting.

Motion to approve the proposed 2017 budget as changed made by Susan York, seconded by Gloria Francisco. Unanimous vote in favor.

**Adjournment:** Motion to adjourn made by Mary Jo Copeland, seconded by Gloria Francisco 8:28 pm.

Respectfully submitted: Kristen Northrop Co-Secretary

**Next meeting:** July 18, 2016 at 6:00 pm