

# Maxwell Memorial Library Monthly Meeting

## Minutes of Monday, August 15, 2016

**Present:** Trustees Mary Jo Copeland, Gloria Francisco, Steve Mallory, Lucille Adorante, Kris Northrop. Director Katy Benson

**Absent:** Susan York, Michael Dendis

**Guests:** Amanda Travis

**Call to Order:** 6:05 pm

**Guest Amanda Travis: OCPL Liaison** provided previously requested Maxwell collection and circulation update:

- 2011-2015 5-year overall trend seeing circulation decrease countywide.
- Maxwell has seen an increase in circulation during the same period.
- Countywide trend toward increase in circulation in smaller libraries.
- 2016 Maxwell monthly circulation has shown steady increase.
- OCPL Central administration has moved Maxwell up in the HOLDS list due to staff size.
- 86% of Maxwell's collection is circulating, due to the continuous weeding effort.
- Maxwell will help pilot the Resource Sharing/Cooperative Collection Development program.
- Shared information on "Project Outcome," a free service. Assists libraries in determining true needs of the community.

**Secretary's Report (Minutes):** July 18, 2016, minutes were approved without change.

*Motion to accept July 18, 2016 minutes made by Gloria Francisco, seconded by Lucille Adorante. Unanimous vote in favor.*

**Treasurer's Report:** Mary Jo Copeland on behalf of Michael Dendis presented treasurers report:

- Expenses higher than revenue as money from WG has not yet been received.
- \$67,000 has been received from the Town of Camillus.
- Revenue - \$160,084
- Expenses – \$56,831 (includes Phase 2 expenses)
- Total expenses over earnings - \$55,147
- Allocated to Designated Funds - \$299
- Have used Designated Funds to pay Hoopla
- End of July assets - \$124,789
- 1<sup>st</sup> payment for Phase 2 renovation project - \$22,000

Per Director Benson, the Library's auditor does not see the need for an audit this year. Recommends an audit every three years.

*Motion to approve treasurer's report made by Steve Mallory, seconded by Kris Northrop. Unanimous vote in favor.*

**Director's Report:** Director Benson submitted her July 2016 report of library activities, meetings and requests. Trustees have requested that we reevaluate the check signing schedule and go to a 1-week schedule to avoid future late fees. The Board decided to pass on the Syracuse University /Maxwell School survey.

*Motion made to investigate the Community Development Block grant applications that become available in January; investigate projects to pursue made by Lucille Adorante, seconded by Mary Jo Copeland. Unanimous vote in favor.*

*Motion made to approve Director Benson's attendance at the annual NYLA Conference in November and take advantage of early-bird registration made by Mary Jo Copeland, seconded by Steve Mallory. Unanimous vote in favor.*

**Friends Report:** No report submitted. The Friends forwarded an invitation to the Trustees to attend their Summer Adult Reading Program dessert.

**Old Business:** Concern shared by President Copeland over the fact we continue to pull funds from retained earnings; believed that if we continue to do so we will deplete the fund within five years. She suggested the board consider asking the school district for an additional \$30,000 (from \$46,000 to \$76,000). This topic will be added to the November agenda.

Fundraising letter – agree on the layout using example 1. We will send the mailing to residents within the 13031 and 13164 zip codes as well as to those outside these zip codes who donated last year. Lucille Adorante will contact PostNet for feedback on more efficient mailing suggestions. She will also contact the Board of Elections regarding the purchase of mailing labels. We will look to mail the fundraising letters in October from the Camillus post office. Director Benson, Adorante, and Dendis will finalize the letter and give assignments.

**Executive session:** 7:35 – 7:55 pm

**New Business:** Renovation update:

- Look to rent storage units from A-verdi – 20' long, \$85/mo. for 3 months with \$135 drop-off/pick-up; can rent extra month if needed.

*Motion made to rent storage unit from A-verdi as needed for the project made by Mary Jo Copeland, seconded by Lucille Adorante. Unanimous vote in favor.*

- Jerry Lewis recommended 1-day closure during demolition. Steve Mallory recommended 2 days' closure just in case needed. Library to be closed on 9/7 and 9/8.

*Motion made to close the library for 2 days (9/7-9/8) for demolition and that the staff scheduled to work be paid for these days made by Steve Mallory, seconded by Mary Jo Copeland. Unanimous vote in favor.*

**Adjournment:** 8:07 pm.

Respectfully submitted: Kristen Northrop Co-Secretary

**Next meeting:** September 19, 2016 at 6:00 pm