

Maxwell Memorial Library
Board of Trustees Annual Meeting
January 25, 2016

Present: Trustees MJ Copeland, G. Francisco, K. Northrop, D. Curran, L. Lavender, M. Dendis, S. York, L. Adorante, P. Elliott, Library Director K. Benson

Guests: Frank Bellso, Cheryl Robinson

CALL TO ORDER: President Copeland at 6:00 PM

SECRETARY'S REPORT: Meeting minutes from Annual meeting January 2015 were approved at the February 2015 Board meeting.

TREASURER'S REPORT: F. Bellso presented year-end balance sheet, fund balance and revenue/expenditure statement.

Motion to approve: D. Curran; second- K. Northrop

Carried 9 Yes, 0 No

DIRECTOR'S REPORT: Board acknowledge receipt of Benson's 2015 Annual Report. At the Board's request, to better serve the community, in October, Maxwell added 3 hours a week by staying open until 8pm on Thursday evenings. Additional staff were added to provide adequate desk coverage and public service. Circulation of digital items as well as the number of people using digital formats continued to grow. The Youth Services librarian worked with teens and young adults to develop their own programs and provided training for teen volunteers. Website enhancements included the addition of Board documents and online donation functionality. Maxwell sponsored over 450 programs. Our thanks to Senator DeFrancisco for his support of libraries and providing grant funding for several well attended programs including the Tino Martin oral history and book signing party and the Maxwell Summer Film project for teens. Technology programs and training sessions were very well received by the community. The Camillus community generously responded to the library's annual appeal and provided additional gifts for a total of \$10,260 in donations in 2015. The Friends also generously donated \$2,081.64 toward library materials, programs, and much needed enhancements to the grounds. An audit completed by Grossman St. Amour PLLC found all financial statements, accounting and recordkeeping to be in order.

OLD BUSINESS:

1.Reappointment of current Maxwell Trustees

MaryJo Copeland 2nd term expires 1/2017

Peg Elliott 1st term expires 1/2017

Gloria Francisco 2nd term expires 1/2018

Kristen Northrop 1st term expires 1/2018

Diane Curran 1st term expires 1/2018

Michael Dendis 1st term expires 1/ 2018

Lynnette Lavender 1st term expires 1/2018

Susan York 1st term expires 1/2018

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Lucille Adorante 1st term expires 1/2018

New officers were nominated and elected for 2016

President – Lynnette Lavender

V-President – Susan York

Treasurer – Michael Dendis

Secretary – Peg Elliott

NEW BUSINESS:

1.Motion to approve the following banks as the authorized banks for the Maxwell Library to obtain banking and financial services: First Niagara for checking and savings and Geddes Federal Savings and Loan for money market account.

Motion to approve: D. Curran; second- P. Elliott

Carried 9 Yes, 0 No

2.Motion to have these names authorized to sign checks for the First Niagara accounts

Kathryn Benson, Maxwell Library Director

Lynnette Lavender, Maxwell Library Board President

Susan York, Maxwell Library Board Vice-President

Michael Dendis, Maxwell Library Board Treasurer

Margaret Elliott, Maxwell Library Board Secretary

And the following names removed from the First Niagara accounts

MaryJo Copeland, Gloria Franciso, and Diane Curran

Motion to approve: S. York; second-G. Francisco

Carried 9 Yes, 0 No

First Niagara requires new signature cards each year. Peg will provide to the bank a copy of Annual meeting minutes authorizing names as signatures for 2016. Any prior year signatures will be removed and will no longer be valid.

3.Motion to have the following names authorized for transactions on the Geddes Federal Savings and Loan account:

Lynnette Lavender, Maxwell Library Board President

Michael Dendis, Maxwell Library Board Treasurer

Susan York, Maxwell Library Board Vice-President

Peg Elliott, Maxwell Library Board Secretary

And the following names removed from the First Niagara account

George Mango and MaryJo Copeland

Motion to approve: S. York; second-G. Francisco

Carried 9 Yes, 0 No

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4. Motion to approve the following credit cards, and signatures

First Niagara Visa Card in the name of Maxwell Library – Library Director Kathryn Benson (maximum credit limit \$5,000)

First Niagara Visa Card in the name of Maxwell Library - Youth Services librarian Rose Burdick (maximum credit limit \$1,000)

Staples Business Card in the name of Maxwell Library - Library Director Kathryn Benson (maximum credit limit \$10,000)

Home Depot Store card in the name of Maxwell Library – Library Director Kathryn Benson and Maintenance Worker Jeremy Henderson

Wegman’s Store card in the name of Maxwell Memorial Library – Library Director Kathryn Benson and Youth Librarian Rose Burdick

Motion to approve-MJ Copeland; second- K.Northrop

Carried 9 Yes, 0 No

5. Motion to confirm the following publications: Syracuse Post-Standard, Neighbors West, Eagle Newspapers, Syracuse New Times, CNY Central Channels 3 and 5 News, West Genesee school district and Greater Camillus Chamber of Commerce newsletters.

Motion to approve – G. Francisco; second-L. Adorante

Carried 9 Yes, 0 No

6. Acknowledgment of the following independent contractors. Contracts are currently held but may be subject to change in 2016 as deemed appropriate.

IV4 – on \$2,500 retainer for IT maintenance, \$95-105/hour

Meticulous Lawn and Snow Plowing – for snow removal \$900 for winter season

Dream Achiever Cleaning Services - \$215/week, 5 days/week

RJ Caruso Tax & Accounting, Oswego, NY – payroll services contracted through Frank Bellso. 2016 26 pp’s at \$34/pp, approx. \$884/year

Lori Ciarla, CPA, Dermody, Burke & Brown – complete and submit annual 990 tax return approx. \$600/year

RSA Architects \$9500 for completed drawings (Phase II of RSA contract \$4,750 remaining to be paid in 2016)

Additional services

Frank Bellso – accounting services \$550/month

Library Insight –Calendar /room reservation \$695/year, WebBooks software \$395/year

Motion Picture Licensing Corp (license to show movies) \$182/year

Movie Licensing USA (license to show movies) \$265/year

OCPL System Services - +/- \$6300/year

ADJOURNMENT: Annual Meeting adjourned at 7:10 PM

Respectfully submitted,

Peg Elliott

Peg Elliott, Secretary