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

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.

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
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 Francisco, 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
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