

MAXWELL MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
MONTHLY MEETING'S MINUTES  
Monday November 18,2019

PRESENT: Trustees: Lucille Adorante, Donna Breen, Cynthia Drake, Megan Glass, Sally  
Kondziela, Barb Parsons  
ABSENT: Trustees: Mike Dendis, Sue Mezey, Marcia Wickert  
Director: Amanda Perrine

CALL TO ORDER: 6:02 PM

VISITORS: none

INTRODUCTION : Sally Kondziela, our new board member introduced herself and  
told us her background . We are most fortunate to have her.

REPORTING:

Motion was made to forego the reading of and approve the minutes of the meeting of  
October 28, 2019 by Megan Glass , seconded by Barb Parsons . Unanimous vote in favor.

TREASURER'S REPORT: Presented by Lucille Adorante ( for Mike Dendis)

Items as of October, 31,2019:

End Balance : \$349,160.68

Total Revenue: \$348,232

( \$345,860 from referendum)

Total Operating Expenses: \$30,586

Expenses Over Receipts : \$317,644

Motion was made to accept the treasurer's report as written,( with questions to be  
answered in January) by Donna Breen, seconded by Barb Parsons. Unanimous vote  
in favor.

DIRECTOR'S REPORT: Report not available at this time. It will be presented in January.

PRESIDENT'S REPORT:

Next meeting will be January 13<sup>th</sup>.

FRIENDS OF THE LIBRARY REPORT: Presented by Barb Parsons

Everyone picked chat topics .

Will be decorating the library on December 7<sup>th</sup>.

Sent Congratulations to Sara Alfaro on promotion

Next meeting will be January 7<sup>th</sup>.

We would like to express our thanks for the nice basket the friends presented for  
our basket raffle fundraiser.

FUNDRAISING COMMITTEE:

Raffle baskets' winning tickets will be drawn on November 25<sup>th</sup>.

Another meeting will be held in January to plan for next year.

2019 Annual Appeal : Mailing list will be updated. Plans to write thank you  
letters this week.

**OLD BUSINESS:**

Discussion of term limits for board members will occur in January's meeting.

Holiday Party will be December 15<sup>th</sup> from 1-3PM

The following list covers what all the board members will be bringing:

Mike- cannoli dip

Lucille- punch, cookies

Sue- cookies

Barb-rye bread dip

Sally – fruit dip

Cynthia – pepperoni, crackers, cheese

Megan – veggie tray

Donna – chips and salsas

Amanda- paper products ( to supplement what may already be on hand)

Secretary position to be decided in January meeting.

**NEW BUSINESS:**

2020 board meeting date list reviewed.

Verbally thank Sue Mezey at holiday party, and give her a poinsettia as gift.

Orientation for new board members needs to be developed and implemented.

List of current board members and employees needs to be generated along with their home addresses, phone numbers, and e-mail addresses.

Discussion of possibly sharing director with Fairmount was tabled until some past issues have been resolved.

**EXECUTIVE SESSION:**

Motion was made to leave regular session and go to executive session for the purpose of discussion director's evaluation by Donna Breen, seconded by Cynthia Drake. Unanimous vote in favor.

Motion was made to leave executive session and return to regular session by Cynthia Drake, seconded by Sally Kondziela. Unanimous vote in favor.

**ADJOURNMENT: 8:20PM**

Motion was made to adjourn the meeting by Sally Kondziela, seconded by Barb Parsons. Unanimous vote in favor.

Respectfully submitted.

Donna Breen, Secretary

