

MAXWELL MEMORIAL LIBRARY

Board of Trustees Meeting and Agenda

AUGUST 17, 2020

MEETING CALLED TO ORDER Lucille Adorante, President at 6 :03 p.m.

ATTENDING VIA ZOOM Luçille Adorante, Donna Breen, Cynthia Drake, Michael Dendis, Megan Glass, Barbara Parsons, Marcia Wickert, Alyssa Ali, Director ,Rena Brower,Assistant ,Sally Kondziela

WELCOME VISITORS VIA ZOOM Mary Lou Rohner, Michael Lisson, Robin Pierce, Jennifer Groth

MINUTES June 15,2020
June 24,2020
July 1,2020

July Minutes Correction Marcia Wickert abstained
She did not receive minutes,

Motion made with correction Michael D
Seconded Donna B
Unanimously All in Favor

June 15 Minutes Emergency Meeting

Motion made Michael D
Seconded Barb P
All in Favor

June 24 minutes Emergency Meeting

Motion made Michael D.
Seconded Donna B
All in Favor

Michael Lisson spoke to us regarding the 990 tax laws for non-profit establishments .there haven't been any real changes--most expenses have been salaries. Balance sheet ending balance \$38,000. The charitable status continues at 99%. It has been pretty consistent thruout past years.

It was asked regarding the taxation of the PPE loan. Treasurer Mike D replied that he hasn't received any information regarding the forgiveness, He is waiting to hear from the Government.

TREASURERS REPORT

PPP Update Payroll is now still coming from Key Bank. The loan was put into Americu Credit Union . Every payroll monies needed are transfered from Americu to Key Bank at the present time. there was discussion regarding the need for both banks. Lucille explained that it was easier to handle for her to transfer the payroll check to Key Bank.

\$43,855.17 total Americu
\$25,728.15 Balance to date after payroll deducted 3 months

\$161,154.29 July 31.2020 Total ending July 31
Total expense 30,500.00 over receipts

No revenue July 31

It was discussed that an addition of a new area for a reference desk is needed. It is now included under Library Materials and Services.This is referenced in the new budget for 2020-2021.

It was determined to hold off voting on the budget until next meeting in September.

Motion to Approve Treasurers Report made by Marcia Wickert
Seconded Barb Parsons
All in Favor

DIRECTORS REPORT

Curbside pickup went well. Patrons will have access interior by appointment -- a 45 minute time slot. Everything will be cleaned thoroughly between each visitor. There is a hand sanitizer upon entry.

There have been many staff meetings bringing everyone and everything up to code.

The AC has been completed and working well. COLD.....AP plumbing has given us a quote for a service contract for the AC and boiler. Ernie Kreis has yet to give us a service quote. He is hoping to install boiler this week.

I have updated our Employee Handbook this will need Board approval.

Motion made to approve Directors Report
Barb P.

Seconded Donna B
All in Favor

PRESIDENTS REPORT

Lucille thanked everyone for their continued efforts during this COVID lockdown.

The Annual Appeal of letters for fundraising to be discussed. Meeting with Alyssa then a meeting with the committee on Tuesday 25th Via Zoom 6:00 - 6:30 pm

The next Board Meeting will be September 21st at 6pm.

FRIENDS

Barb turned over her response to Mary Lou Rohner. She reported that her meeting talked about a daffodil bulb sale, questioning the ability of selling them during this COVID . They were unable to sell the geraniums but are now thinking about bulbs for fall planting. There was discussion about how to let the public know.

STRATEGIC PLAN COMMITTEE

Cynthia will continue responses until 27th of August.

OLD BUSINESS

Boiler still waiting. This week was target date .

AC is in and working well.

Maintenance Contract - Still waiting. We had to spend \$200 on new door to entrance of Library.

NEW BUSINESS

Updates to Code of Conduct	Motion made to approve Seconded All in Favor	Donna Breen Mike Dendis
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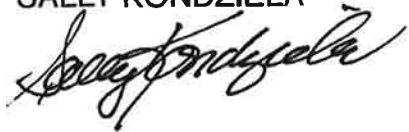
Updates to Employee Handbook	Motion made Seconded All in Favor	Cynthia Drake Barb Parsons
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GUEST COMMENTS Jennifer Croth spoke and thanked Alyssa for her dedication during this pandemic. Robin Pierce congratulated Alyssa on doing a great job and wanted to thank her as well.

VISITORS EXCUSED FROM MEETING-- - BOARD TO GO TO THE EXECUTIVE SESSION

RESPECTFULLY SUBMITTED

SALLY KONDZIELA

A handwritten signature in black ink, appearing to read "Sally Kondziela", written in a cursive style.