

# MAXWELL MEMORIAL LIBRARY

## Board of Trustees Meeting Agenda

September 21st, 2020 NOTE: Due to the COVID-19 protocols, this meeting is to be held virtually via Zoom.

### CALL TO ORDER

VISITOR ACKNOWLEDGMENT AND WELCOME--NOTE: Visitors should email [director@maxwellmemoriallibrary.org](mailto:director@maxwellmemoriallibrary.org) no later than September 18th by 5 PM with their request to attend. A Zoom meeting invitation will be emailed to them.

### REPORTING

Approval of Last Trustee Meeting Minutes: Board Secretary Trustee approval needed

Treasurer's Reports: August

Michael Dendis - Statement of Revenue and Expenditures Balance Sheet - Trustee approval needed

PPE update

New Budget

Director's Report: Trustee approval needed

President's Reports: Lucille Adorante

Annual Appeal

September Board Calendar

Next meeting - Oct 19th at 6 pm

Annual meeting

New officer discussion

Fundraising Meeting

Emails to businesses (George)

Friends of the Library Report: Barb Parsons

Bulb sale

Strategic Plan Committee Report - Cynthia

### OLD BUSINESS

Boiler

Maintenance Contract

Updates to Employee Handbook

NEW BUSINESS

Revise yearly calendar

GUEST COMMENTS

VISITORS TO BE EXCUSED

EXECUTIVE SESSION

RETURN TO REGULAR SESSION

ADJOURNMENT