MAXWELL MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING AND AGENDA

SEPTEMBER 21, 2020

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

ATTENDING VIA ZOOM

Lucille Adorante
Alyssa Ali. Director
Barbara Parsons
Donna Breen
Michael Dendis
Megan Glass
Marcia Wickert
Cynthia Drake
George Mango
Rena Brower
Sally Kondziela

APPROVAL AUGUST MINUTES Correction abstained spelling

Motion made with correction Michael D Seconded Donna

All in Favor

TREASURERS REPORT Michael Dendis

Total Assets \$131,450.18
Total Expenses \$29,886.00
Excess Receipts
over expenses \$92,926.00
Total all Revenue \$404,989.00

PPPupdate -Michael has not heard from Government as to commitment to pay back.

Bank statement has "0" balance. Keeping Americu open until further notice. It was noted that \$5.00 needed to keep account opened Lucille is checking on this.

Motion made to accept Treasures Report Barbara Parsons
Seconded Marcia Wickert
All in Favor

PRESIDENTS REPORT

Annual appeal is ready to be completed. We need help in putting them together and getting them ready for mailing. They can be picked up tomorrow to be assembled.

The next meeting will be October 19 at 6 p.m. This is the Annual Meeting plus regular meeting.

Fundraising -- everyone should have received list of local businesses via e-mail Lucille reviewing it with Barb to see who to end the appeal letter to.

DIRECTORS REPORT

The budget has been sent to you for review. There needs to be a vote to be accepted.

Vote to accept budget as presented - Motion Cynthia Drake

Seconded Sally Kondziela

All in favor as written

The discussion for the update on the employee handbook will be tabled until next month. Alyssa will be receiving clarification regarding the part time employees accrued sick time e.g. does it accumulate.

Lucille asked for clarification of the Max Packs. They have been a big hit. They had many little surprises in them for adults. In addition it was noted that "Food for Fines" was an excellent idea. Maxwell Reads has been a success as well

Alyssa received the Grant - Crisis Response Technology through CLRC for new laptops. She is exploring loaning out and also to have youth, adults and seniors to come in to practice Zoom. Pete would be helpful in that.

Motion to approve Directors Report Michael D Seconded Donna Breen All in Favor

FRIENDS Barbara Parsons

Mary Lou sent in her report. Barb will present. Bulbs have begun arriving and there has been interest already. She will have them available for pick up and sale at her home 162 Forrest Way in Orchard Village. A date was not in her report.

STRATEGIC PLANNING Cynthia Drake

6-7 responses thus far have been received via mail from previous donors. Plus a donation of \$211.11

OLD BUSINESS

Discussion of the maintenance contract was tabled until next meeting.

Boiler---Lucille called Ernie Kreis and was not able to get a confirmation or a commitment for the installation of a new boiler. He was to reply today but at this time there was not any reply. It has been noted that he had put us on the back of the list because of his commitments to others in the installations of air conditioners. Because of the change in our weather temps we are in need of the boiler being installed. Ali will call AP to get it completed. Hopefully with negotiating a fee that would include the hot water heater.

Motion made to proceed with AP Plumbing approval
Motion Michael Dendis
Seconded Barbara Parsons
All in Favor

NEW BUSINESS

Fiscal Calendar---Dates have been changed June - Fundraising

August - Annual Appeal

October - Mailing

February - Strategic Planning

June - Budget

Motion to accept revised calendar as of September 1, 2020

Motion Michael

Seconded Marcia

All in Favor

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

Motion to move to executive Session Michael Seconded Barbara All in Favor

RESPECTFULLY SUBMITTED

Sally Kondziela