

Maxwell Memorial Library
Board of Trustees Meeting and Agenda
June 21, 2021

Meeting called to order by President Lucille Adorante at 6:02 P.M.

ATTENDANCE

President, Lucille Adorante
Treasurer, George Mango
Director, Alyssa Ali
Barbara Parsons, Friends Liaison
Cynthia Drake
Marcia Wickert
Rena Brower
Ann Henderson

VISITOR

Rev. Gary Ferner, Guest (Fairmont Community Library President)

Introductions were made to Gary.

MINUTES

A motion was made to approve the minutes as is from the May meeting.

Motion – George Mango
Second – Barb Parsons
Accepted by all.

TREASURER'S REPORT

As of May 31st, 2021

Investment A/c	\$ 50,400.00
Key Bank Checking	\$ 2,692.86
Key Bank Savings	\$175,769.63
Petty Cash	\$ 50.00
Revenue	\$373,984.00
Expenses	\$245,464.00
Net	\$128,520.00

Motion to accept subject to Audit and accepted by Board – Ann Henderson
Second – Cynthia Drake
Accepted by all.

Director's Report

Update on Vicky's fall-which took place at the Library. She fell over a stool, and all Worker's Compensation papers have been filed. She has started PT, and will out most likely all of July.

Richelle started her new job at Jamesville Dewitt Library today. We have hired Lily LeBlanc who starts next Tuesday.

There is a Webinar on Mental Health this Friday 6/25 from 4-5. All staff are attending, and the Library will close early. Pizza will be served.

There are still bees on the property, and Alyssa will contact the exterminator to return and complete the removal.

The Garden project is continuing-the bench is to be put together, the trees have been trimmed, and stone is to be laid.

Alyssa's vacation is Jul 21-July 27

Motion to accept-George Mango
Second- Barb Parsons
Accepted by all

Youth Services Report

The Summer Reading program presented with Fairmount Community Library is in good shape. The flyers are done (prepared by Denise Head of FCL) and Alyssa, Melissa, and the staff at Fairmount will be at the farmers market on June 28th. The months of July and August have dates TBA.

Motion- Barb Parsons
Second-Cynthia Drake
Accepted by all.

President's Report

Lucille and George attended the Fairmont Community Library Board meeting. They were graciously welcomed, and FCL Board will be attending a meeting of the Maxwell Memorial Library later this year. Their Community Relations Director, Denise Heard coordinates all their publicity (media and print) and publications so that the FCL is presented with one format, one set of colors, etc. She has a background in non-profit organizations, and has been with the library for one year, as has their Director, Brenda. Denise is part time; Brenda is full time. Alyssa is looking for a candidate with similar qualification for our publicity opening.

The Farmers Market presentation on June 28th will also recognize and thank retiring Board Members of FCL. The plan is to make this an annual event.

Gary talked about the hope and intention to promote literature, books, and other opportunities to learn about racism and its effects on our country and its people. He also encouraged us to support Dr. David Bills, Superintendent of West Genesee Schools as he works on this issue with the educational system. Gary remarked that the hope is to have occasional speakers (i.e., Chief of Police Thomas Winn). Chief Winn might discuss policing and racism.

Credit card has been activated for usage by particular staff.
Budget work continues through June and July, for review in the fall.

Motion – George Mango
Second – Barb Parsons
Accepted by all.

FRIENDS OF THE LIBRARY

Barb gave a brief report of the activities of the Friends. She is “stepping down” as the liaison between the Board and the Friends as of this meeting. A replacement should be made for the August or September meeting.

Representatives of the FoL met with the Board Fundraising committee on May 25th to set calendar dates and plans for the coming year.

The Junior Friends planted flowers and flags around the flag pole and concluded their meetings until September. They hope to have a summer event to recruit new members.

The FoL approved up to \$1400.00 to pay for the replacement of the rear exit door. This will be paid upon completion of the installation.

The President of completion FofL will attend the webinars about fundraising and volunteer engagement in June.

The Friends will host a bulb sale in September. Date and location TBA.

Lucille will follow through on getting a new representative for the Liaison before August if possible. The FoL meet the first Tuesday of every month. Cynthia Drake will attend their August meeting.

There was reminder that we are to discontinue Zoom Board meetings as of August, 2021 by the Open Meetings Law. If Covid Restrictions on in person meetings have not been rescinded, we will wait for a new start date for in person meetings.

While the Friends have agreed to fund the costs for the new door, it should be noted that Alyssa contacted several vendors, most of whom did not return calls, and a few no-showed. She will let Midstate Doors know that we will go with the estimate and set a time for installation. The bid was for \$1,204.00, and the FoL will pay up to \$1,400.00 if need be.

Motion – George Mango
Second – Cynthia Drake
Accepted by all.

STRATEGIC PLANNING REPORT

Next meeting is June 24th, and they will have an update for the August meeting.

BUILDING AND GROUNDS

Alyssa will be starting the process of applying for the NYS Construction Grant.

FUNDRAISING

The primary goal of this committee is to have cooperative participation by both the Board of Trustees and the Friends of the Library.

Fund Raising Schedule June 2021-December 2021

June 5, 2021	Junior Friends Garage Sale
July 17	Bottle Drive at Maxwell Library. Truck from Bottle Collection on Chapel Drive will park at the Library for collection. Will have this annually
September	Bulb Sale Friend of Library
October, November	Annual Funds Appeal
October	50/50 Raffle Friends of Library
November	Gift Card Collection for Christmas Drawing
February, 2022	Chocolate Frenzy Friends of the Library
March	Pot of Gold Friends of the Library
April	Geranium Sale
May	Book Sale (as part of the Village Mile Long Sale) Cruisin Cones Memorial Day Balloon Sale
June	Garage Sale Friends of the Library

There was a discussion about having a car wash in 2022 as Delta Sonic, and an event at Wildcat Restaurant.

Old Business

The August 16th meeting is planned as an in-person meeting at the Library. Providing that the Covid restrictions have changed. Otherwise, it will be a Zoom meeting.

The library staff have been very forgiving in collecting overdue fines during the pandemic. The current policy is to exempt fines for children's books, and current or retired veterans.

We are still unable to find an auditor to audit our books. Several suggestions were made (Onondaga Free Library knows someone). Alyssa will follow up on this.

Motion- George Mango
Second- Barb Parsons

Accepted by all.

The Library bylaws have been updated by Alyssa and distributed to all the Board. The highlighted portions are the updates. A motion was made to accept the updates.

Motion- George Mango
Second- Barb Parsons
Accepted by all.

New Business

We need to be thinking about a new President of the Board as Lucille cannot extend her term another year (did so in 2020 because of Covid issues).

ADJOURNMENT

The meeting was adjourned at 7:08 by motion of George Mango, second by Barb Parsons, and accepted by all.

Respectfully Submitted,

Marcia Wickert
Acting Secretary