

MAXWELL MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING AND MINUTES
SEPTEMBER 20, 2021

Meeting called to order by President Lucille Adorante at 6:01 p m ...

ATTENDANCE. Lucille Adorante, President
George Mango, Treasurer
Alyssa Ali, Director
Donna Breen Vice President
Barbara Parsons
Cynthia Drake
Marcia Wickert
Anne Henderson
Rena Brower
Sally Kondziela, Secretary

Approval of the Minutes. August 16, 2021.

Motion Made by Marcia Wickert
Seconded Barbara P.
Motion Carried by All

Approval of the Minutes as amended August 30, 2021.

Motion Made... Sally K.
Seconded. George M.
Motion Carried by All

TREASURERS REPORT. George M.

Key Bank Checking \$1389.51
Key Bank Savings. \$97774.59
Petty Cash. \$50.00

Total Current Assets.. 150,418.93

Retained Earnings. 100,002.44
Net Earnings. 50,416.49
Total Equity. 150,418.93

A motion was made to approve the Treasurers Report as presented.

Motion Anne H.
Seconded Donna B.
All in Favor

Current investment total \$51,767.82....An increase from last month \$562.99

2021 Budget. Was discussed and approved. The 3% raise for the staff and director was approved.

A motion was made to approved the budget as presented.

Motion Cynthia D
Seconded Barbar Parsons

All in Favor..None Apposed

DIRECTORS REPORT. Alyssa Ali

It was brought to my attention that we might be eligible for a second PPE loan. I will look into this proposal.

. The initial PPE loan was forgiven.

I have hired a new staff member, Michelle Crews. She has a background in freelance marketing.

Melissa and I will be attending NYLA on Nov 3rd in person at the OnCenter.

Maxwell's audit is completed.

A motion was made to approve the Directors Report

Motion...George Mango
Seconded...Donna B.
All in Favor

YOUTH SERVICES REPORT. Melissa

I have worked it out so that we could have some shows at Munro Park .It has been an asset for the program.

For our grades 0-5 reading program, there were 65 participants and an amazing 11,484 minutes ready in total. For our grades 6-12 reading program, there were 7 participants and they read for an amazing 993 minutes.

Motion Barbara P.
Seconded. Cynthia D.
All in favor

PRESIDENTS REPORT. Lucille A.

I have obtained the labels for the Annual Appeal. Altho Alyssa has found a company that perhaps can assist us productively and less expensive . We are looking into this for the Annual Appeal. We will discuss the Board of Elections and new officers at our next meeting.

Our next meeting will be October 25th at 6pm.

FRIENDS. Ann Henderson

They will announce the Fall Bulb Sale. They voted to reallocate the \$525 that they previously gave the library to purchase a new projector system. This money will be put towards a more cost effective solution for our Community Room. We now have a wall-mounted 75 inch TV, with bluetooth, internet connection and sound bar. We thank the friends for helping us with this solution. It will provide us to allow presentations video conferencing , and movies.

STRATEGIC PLANNING REPORT. Cynthia D.

I will send out a notice for the next meeting in October.

BUILDING AND GROUNDS. George M.

There was a zoom meeting on Sept. 17, 2021, at noon.... A review of the last meeting was made. The assignments were discussed. We have looked at seven sites and are waiting for a few more, Lucille reported on costs for storage on Milton Ave. It was decided that the format laid out by the Camillus Fire Department be used. George asked that description of sites be sent to him as a email attachment. Meeting adjourned at 12:35 p.m.

FUNDRAISING The Annual Appeal has been addressed. There will be a Christmas Raffle.. We can start asking for Gift Cards from the Community. There will be a letter of introduction to assist us to acquire donations.

OLD BUSINESS

The audit is completed

NEW BUSINESS

Marcia will have a clergy report at the next meeting.

OCPL MOU Discussed and Voted upon.

Motion. Barbara Parsons
Seconded. George Mango
All in Favor

Director Alyssa and Rena Brower left the meeting.

EXECUTIVE SESSION

A motion was made to go to the Executive Session

Motion. Ann Henderson
Seconded. Donna Breen
All in Favor

Meeting to Adjourn. At 7:38 pm Motion made by George M.
Seconded by Donna Breen
All in Favor

Respectfully submitted



Sally Kondziela. Secretary

Maxwell Memorial Library

Board of Trustees Meeting

August 30, 2021

Meeting called to order by President Lucille Adorante at 6:03 P.M.

ATTENDANCE

President, Lucille Adorante
Treasurer, George Mango
Marcia Wickert

Donna Breen
Megan Glass

Ann Henderson
Director, Alyssa Ali

ABSENT

Cynthia Drake

Barbara Parsons

Sally Kondziela

MINUTES

The purpose of this special meeting was to approve the NYS Construction Grant for \$105,730.00.

The total cost of \$105,730 must be matched by \$26,430 from the Maxwell Memorial Library. This money will come from our Investment Funds (50%), and Retained Earnings (50%).

The project includes clearing the basement of all items-discarded equipment, junk, unused files and cabinets. Etc. The timeline as defined in a separate document can be adjusted because of circumstances of needs as needed. We will use the library retained earnings of \$26,430.00 to begin.. The bids that are part of the grant were pegged higher than anticipated, and we can use any savings from them to fund other needs (i.e., fence between the library and house on W. Genesee St.). The work will begin with the basement work by AP Co.

The Board of Trustees must vote to go ahead, and report this with the Grant to NYS. We will go ahead with the \$26,430 for the basement work.

George Mango made the motion to apply for the Matching Grant from the NYS Construction Grant for the amount of \$105,730. Donna Breen made the second, and the vote was unanimous. The actual pay out from the Grant will be \$79,400.

The meeting was adjourned at 6:15 PM by motion made by Ann Henderson, 2nd by Megan Glass.

Respectfully Submitted,

Marcia Wickert
Acting Secretary