

MAXWELL MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING AND MINUTES

NOVEMBER 15, 2021

Meeting was called to order by President Lucille Adorante at 6:00 p.m.

VISITORS ATTENDING Michael Lesson
 Robin Pierre
 Jaimie Galante

ATTENDING Lucille Adorante, President
 George Mango, Treasurer
 Donna Breen
 Ann Henderson
 Megan Glass
 Cynthia Drake
 Alyssa Ali, Director
 Sally Kondziela, Secretary

AUDIT RESULTS. Michael Lisson

Folders were received by all attending. Michael and Jaimie spoke on all points that we needed to know for the audit. The folder contained points of interest for required communications. Their responsibilities. The planned scope and timing of this audit. Compliance with all ethics requirements regarding independence.

Accounting practices were discussed. There are no significant and unusual policies. There were no difficulties encountered in performing this audit.

The audit opinion for year ended September 30, 2020 is unmodified.

Total cash and net assets increased by \$61,477. This net income was driven primarily by \$43,855 Paycheck Protection Program loan forgiveness. An increase in appropriation of \$6,782.

Expenses had a decrease in books and serials \$10,556. And a decrease in benefits \$4,983.

Cash Receipt Cycle. Segregate deposit and recording functions
Create cash receipt log and reconcile against bank statement and Quickbooks monthly.

Payroll Cycle. Enhance oversight and review of payroll data change reports periodically.

The form 990 was presented.

APPROVAL MINUTES OCTOBER 25, 2021

The motion was made to approve the minutes of Oct. 25. 2021

Motion..Donna Breen
Seconded..Megan Glass
All in Favor

TREASURERS REPORT.

George Mango

Total Assets. 443,990.99

Retained Earnings. 120,213.52
Net Income. 323,777.47
Total Equity. 443,990.99

A motion was made to accept the Treasurers Report

Motion....Ann H.
Seconded. Sally K.
Motion Carried by All

DIRECTORS REPORT.

Alyssa and Melissa have been attending meetings held at the OnCenter.I have attended the Empire State Library Network Luncheon titled Collective Power for Collective Good.

I have hired a new employee Amanda Janes

I have joined The Rotary I will Chair the Member Council

George and Rena attended the Friends of Maxwell meeting in my absence.The "Friends" paid for the rest of the cost of the TV we have installed in the Community Room.

A motion was made to accept the minutes of the Directors Report

Motion Made Donna B.
Seconded.. Cynthia
All in Favor

YOUTH SERVICES REPORT

The pumpkin decorating and the "Mischief at Maxwell" were both attended well and were very successful. We are hoping to make this a next year event.

I have attended Youth Services Table Talks.and have attended a session hosted by Brooklyn Public Library about Teen Engagement

A motion was made to accept the Youth Services Report

Motion. George M.
Seconded. Ann H.
All in Favor

PRESIDENTS REPORT

ANNUAL APPEAL UPDATE. \$5515.00. plus There are more always coming in well past December.

BOARD SELF EVALUATION. Megan will be sending out evaluation Letters on Jan. 5

NEXT MEETING. January 10th

TREE DRAWING. There will be four separate winners.

FRIENDS REPORT. George reported that it was a great group to meet with. Overall a great Meeting.

OLD BUSINESS. Staff Christmas Party was discussed. It was suggested December 15th A thank you and a Merry Christmas for their support and help especially During this year of Covid.

NEW BUSINESS A Thank you went out to Lucille for her dedication and 7 years on the Board of Trustees . She will be missed. Lucille thanked everyone for their co-operation and said she will miss everyone.

GUEST COMMENTS. Robin P. Expressed that they enjoyed different Board Members coming to their meetings.

VISITORS TO BE EXCUSED

MOTION was made to move to the Executive Session

Motion Donna
Seconded. George M.
All in Favor

ADJOURNMENT Motion George Mango
Seconded. Ann
All in Favor

RESPECTFULLY SUBMITTED



Sally Kondziela, Secretary