

MAXWELL MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING AND MINUTES

OCTOBER 25, 2021

ATTENDING.           Lucille Adorante President  
                          George Mango  
                          Alyssa Ali, Director  
                          Donna Breen Vice-President  
                          Barbara Parsons  
                          Cynthia Drake  
                          Ann Henderson  
                          Megan Glass  
                          Sally Kondziela, Secretary

There were no visitors.

CALL TO ORDER      Lucille Adorante, President      at 6:34 p.m.

MINUTES

Approval of September Minutes.

The motion was made to accept the minutes  
Upon the corrections to be made..

Motion. Barb P.  
Seconded. George M.  
All in Favor

TREASURERS REPORT

Total Current Assets.	120,213.52
Liabilities & Equity.	
Retained Earnings.	100,002.44
Net Income	20,211.08
Total Liabilities & Equity	120,213.52

Approval Treasurers Report      Motion made by Barbara P.  
  Seconded.      Ann H.  
  All in Favor

DIRECTORS REPORT

There are two staff retirements to announce. Peg Paige who has been with us for 15 years and Michelle Prieto a volunteer for us, who then worked as a clerk since July of 2020

I have been doing staff evaluations. There is a staff meeting on the 20th of November.

For the Building and Grounds the basement has been cleared and cleaned out of debris. AP plumbing for basement insulation has not been scheduled yet.

The Annual Appeal has been going well. \$4020.00 has been received to date.

Michelle C. has been regularly posting updates .to our Facebook and Instagram accounts.

“Mischief at Maxwell” a family Halloween celebration will be held at 6 p.m.on Oct. 28th.

I have updated our Handbook.

The motion was made to accept the Directors Report

Motion. Donna Breen  
Seconded. Sally K.  
Motion Carried. All in Favor

## YOUTH SERVICES REPORT

In September, I began having in person story times down at Munro Park. I am requiring registration due to the fact that when the weather gets colder, I will move story times inside and I want to be able to keep attendance at a safe and comfortable number.

Grab and Go Kids Crafts.....weekly  
Grab and Go Teen Craft...Chalkboard Art

OutReach. We have a retired teacher who is a patron who inquired about tutoring middle and high school students for free in ELA related subjects There have been 8 students.

A motion was made to accept the Youth Services Report

Motion George M.  
Seconded Megan  
Motion Carried. All in Favor

## PRESIDENTS REPORT

The Annual Appeal has netted \$4020.00  
The next meeting will be Nov.15th at 6 pm

## FUNDRAISING

Barb and Donna have done an outstanding job in receiving donations for the Annual Christmas Tree Drawing.

There was a brief discussion on how to sell raffle tickets. Further discussion will be at a meeting of the Fundraising Committee.

FRIENDS

They are having a 50-50 Raffle and a candy corn "Guess How Many" at the Library. The bulb sale was at Mary Lou Rohners home. It was voted upon that they would donate \$100 for the pumpkins for the "Mischief at Maxwell" on Oct. 28th. They will pick them up and deliver them to the Library.

The "Friends" expressed a big thank-you and praised Alyssa in her endeavor to clean up the basement.

STRATEGIC PLANNING. No report.

OLD BUSINESS

Audit--Possibly will have a report to present to the Board in November.

NEW BUSINESS

There was discussion about the Staff Christmas Celebration. That will be finalized at the November Meeting.

A motion was made to accept the revised changes in the Employee Handbook

Motion. George M.  
Seconded Barbara Parsons  
All in Favor

A motion was made to approve the Circulation Policy

Motion Meg Glass  
Seconded. Cynthia D.  
All in Favor

Discussion for the change of Winter Hours. November 1, 2021 until March ~~13~~<sup>31st</sup>, 2022. The hours will be from 10:00 a.m. until 7:00 p m

Director Alyssa left meeting

A motion was made to go to the Executive Session.

Motion. Ann Henderson  
Seconded. Donna  
All in Favor

ADJOURNMENT OF THE REGULAR MEETING. 7:50 p.m.

Motion. George Mango  
Seconded Cynthia  
All in Favor

Respectfully submitted

  
Sally Kondziela