

**MAXWELL MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
MAY 16, 2022**

This meeting was held on Zoom. The meeting was called to order by Marcia Wickert at 6:01 PM.

ATTENDING Marcia Wickert, Board President
 Donna Breen, Vice President
 Barbara Parsons
 Cynthia Drake
 David Colbert
 Ann Henderson, acting Recording Secretary
 George Mango, Treasurer
 Megan Glass
 Jennifer Burke, Library Director

VISITORS Rena Brower
 Jerry Lewis, general contractor
 Jennifer Groth, President Friends of Maxwell Library

MINUTES:

Approval of Minutes of April 11, 2022 meeting

Motion for approval made by Donna Breen.
Second Barb Parsons.
All in Favor.

TREASURER'S REPORT: GEORGE MANGO, TREASURER

Expenses 30,359.61
Retained Earnings 120,313.52
Net Income 142,231.02
TOTAL LIABILITIES AND EQUITY 262,444.54

Motion made to accept Treasurers Report as presented, subject to audit, made by Cynthia Drake.
Second David Colbert.
All in Favor.

INTERM DIRECTOR'S REPORT: RENA BROWER

Wendy Dickens has started as our new circulation clerk. Rena attended a webinar on "Libraries and First Amendment Audits". Literacy CNY will be setting up a volunteer to help patrons with computer-based tasks on Fridays from 1:30 – 4:30. They will provide this service for six months. We currently have an art exhibit from the Marcellus-Skaneateles Art Guild. June's art exhibit will be Christine Patsos, art in the Time of the Pandemic. Maxwell Matinees will be Still Life: A Three Pines Mystery on May 10 and Cyrano on June

27. Alyson Esposito will be offering greeting card classes every month. Navigators from New York State of Health at The Salvation Army will be at Maxwell Library the first Thursday of the month from 11:30 – 1:30 PM. Upstate University Hospital's Mammography Van will visit Munro Park on Wednesday, June 1. This visit was organized through Maxwell Memorial Library with the Village of Camillus, Town of Camillus Parks and Recreation, and the Camillus Senior Center. On Tuesday June 14 1 – 3 PM, Michele Hawthorne will hold a senior Resource Time to answer question about all things Medicare related.

Motion made to accept the Interim Directors Report made by Barbara Parsons.
Second Donna Breen.
All in Favor.

DIRECTOR'S REPORT: JENNIFER BURKE

Jennifer has had a very busy first week getting to know our team and learning about Maxwell Memorial Library and our community. She has started attending library system and member director meetings. Jennifer has also met with Amanda Schiavulli from OCPL to begin New Director training. She also attended the Friends of the Library board meeting on May 3, 2022. Jennifer is familiarizing herself with Maxwell Memorial Library policies and procedures of daily library operations as well as following up ongoing projects that need completion, like the Sensory Garden. As President of Youth Services Section (YSS), Jennifer will be attending the Section of School Librarians (SSL) Board Meeting on May 19 and the SSL Conference on May 20 – 21.

Motion to accept the Directors Report made by George Mango.
Second Barb Parsons.
All in Favor.

YOUTH SERVICES REPORT: MELISSA LEWANDOWSKI

Melissa continues to provide Storytime programs at Maxwell Memorial Libraries well as offsite programs for preschoolers at Partners in Parenting. Grab and go Kids Crafts were very popular in April and 150 crafts were distributed. Kids who participated in the Winter Reading Challenge and turned in their bingo boards were entered into a drawing for a Target gift card. Melissa and Alyssa Newton, the Teen Librarian at Onondaga Free Library went to Camillus middle school with the goal of starting a graphic novel book club and got some good ideas about what the students were interested in and what they would like to see at public libraries.

Motion to accept the Youth Services report made by Donna Breen.
Second Cynthia Drake.
All in Favor.

PRESIDENTS REPORT: MARCIA WICKERT

As Marcia is continuing to recover at home, the President's Report from April will be presented and voted on at the next board meeting on June 20, 2022.

BOARD SELF EVALUATION: MEGAN GLASS

Megan presented a summary and suggested that everyone review it and look for areas that need improvement with the intent of having a discussion at the next meeting in June.

FINANCE COMMITTEE: GEORGE MANGO

George attended the School Board Budget presentation on Wednesday May 4, along with Jennifer Burke and Ann Henderson. The Finance Committee met at The Wildcat for lunch on May 9 and was attended by George Mango, Chairman, Jennifer Burke, Cynthia Drake, Ann Henderson, and David Colbert. The committee discussed current finances as well as potential increases that may be incurred this year due to rising costs. It was decided to hold off on doing another audit as one was recently completed and that will provide a savings of \$6000. Jennifer Burke will prepare a preliminary budget for discussion at our next meeting in June. Barbara Parsons suggested that it would be good to have some crossover and cooperation with the Finance and Fundraising Committees.

FUNDRAISING COMMITTEE: BARBARA PARSONS

Crusin Cones will be at the library during the Village Garage Sale on Saturday May 21 from 11 – 2. The bottle drive is still scheduled for July 16 and Central City Bottle Redemption Center will park a truck at the library for donations. They are still reviewing future events such as a coffee fundraiser with Café Kubal, an event at the 315 Brewery and Fairmount Glen Mini Golf, and a social evening at Maxwell Memorial Library with an Art Sale and Wine and Cheese. The next meeting is May 24 at 3:00 pm via Zoom.

FRIENDS OF THE LIBRARY: JENNIFER GROTH

The Geranium sale went well. George Mango commented that the flowers were quite beautiful this year. Jennifer will be attending the United for Library meeting and she plans to visit with other Friends groups to brainstorm fundraising ideas.

OLD BUSINESS

A trustee from the OCPL was supposed to visit a previous meeting, but that did not occur. It was suggested that a friendly request for another visit be extended.

NEW BUSINESS

Jerry Lewis, General Contractor, is checking on the status of construction. Windows and cabinets currently have a 20-week lead time. Prices are increasing as well; we are still waiting for State Grant funds to move forward. Jerry will meet with Jennifer Burke to form a plan and present to the Building and Ground Committee.

Donna Breen states that the Book Club has expressed an interest in having guest speakers or authors, possibly a community related lecture series. Dave Colbert offers a possible financial presentation.

Donna Breen makes a motion for the board to enter Executive Session for the purpose of discussing the employment history of a particular person with Jennifer Burke also in attendance.

Second Barbara Parsons.

All in Favor.

The board enters Executive Session at 7:28 PM.

The board returns to Regular Session at 7:47 PM.

A motion to adjourn the Regular meeting is made by Cynthia Drake.

Second Barbara Parsons.

All in Favor.

Meeting adjourned at 7:48 PM.