

**Maxwell Memorial Library
Board of Trustees Meeting and Minutes
September 19, 2022**

The meeting was called to order by President Marcia Wickert at 5:59 PM.

Attending: Marcia Wickert, President
Donna Breen, Vice President
George Mango, Treasurer
Cynthia Drake
David Colbert
Ann Henderson
Megan Glass
Sally Kondziela, Secretary
Jennifer Burke, Director

Visitors: Robin Pierre, Friends
Jerry Lewis, GLMC Ltd.

Approval of Minutes from August 15, 2022

A motion was made to accept the minutes of August 15, 2022 with one correction.

Motion – David Colbert
Seconded – Donna Breen
All in favor – motion carried

Treasurer's Report – George Mango

George discussed the ongoing accounts that we have at Key Bank. The tabled statement of Revenue and Expenditures was corrected and reviewed.

Correction: the June P&L report was tabled. A motion was made to correct June statement subject to audit and review.

Motion – David Colbert
Seconded – Donna Breen
All in favor – motion carried

Jerry Lewis from GLMC Ltd. presented his invoice for the renovation in the break room and construction costs for windows, painting, electrical, plumbing, flooring, dumpster, etc. The suggestion was made to table this discussion. Referring it to the Executive Session.

A motion was made to refer this to the Executive Session.

Motion – Ann Henderson
Seconded – Donna Breen

All in favor – motion carried

Balance Sheet:

Retained Earnings: \$120,213.52

Net Income: \$23,387.08

Total Equity: \$145,600.60

Total Assets: \$145,600.60

A motion was made to accept the Treasurer's Report.

Motion – Ann Henderson

Seconded – Donna Breen

All in favor – motion carried

Director's Report – Jennifer Burke

Our summer reading program was very successful. Rena and I attended Towpath Day at Camillus Erie Canal Park and it was well received.

Fundraising was rewarding. The bottle drive was a success. The ice cream fundraiser netted \$100.00. Donna coordinated a coffee fundraiser. It begins October 1-15. We will have tastings during those days and orders will be placed and picked up at the library.

The historical marker has been placed. The Annual Appeal is being done with a target date near the end of October.

A motion was made to accept the Director's report.

Motion – David Colbert

Seconded – Ann Henderson

All in favor – motion carried

Youth Services Report – Melissa Lewandowski

I have been busy this summer with many programs for our children. There are weekly craft programs, Lego Club, Grab and Go, and offsite storytime. Summer Reading Program had 73 kids signed up and 23 teens signed up. Wild Wednesdays were very successful with much interest with programs like Dan the Snakeman and Jeff the Magic Man

A motion was made to accept the Youth Services report.

Motion – George Mango

Seconded – Ann Henderson

All in favor – motion carried

President's Report – Marcia Wickert

We were presented a draft budget by our Director, Jennifer Burke, and the Budget & Finance Committee (George Mango, Cynthia Drake, David Colbert and Ann Henderson). Our summer fundraising went well. We are continuing to work on fundraising. Thanks to everyone for their continued commitment.

Our next meeting will be October 17, 2022.

A motion was made to accept the President's report.

Motion – Ann Henderson
Seconded – Cynthia Drake
All in favor – motion carried

Friends Report – Jennie Groth

In September, we had our social gathering. We funded half of the cost of a new button maker. We spruced up the library sign.

Fundraising Committee – Barb Parsons

The Annual Appeal is under way. Donna has secured the Coffee Fundraiser. I have listed potential events/locations. There are 2023 considerations to discuss. Jennifer has spoken to John Rohner regarding the purchase of a new sign for in front of our library. We need more ideas for the coming year.

Finance Committee – George Mango

There is a recommendation for one modification to the draft budget for next year to add a line for capital expenditures.

A motion was made to accept the budget for 2023 to be submitted and accepted as read.

Motion – George Mango
Seconded – David Colbert
All in favor – motion carried

Old Business

None.

New Business

It has been suggested that reports do not need to be read in whole. It will make the meetings run smoother and quicker.

The Holiday Party will be discussed further at our next meeting. Sally will chair the event.

Guest Comments

None.

Adjournment

A motion was made to move into Executive Session at 7:45 PM.

Motion – George Mango
Seconded – David Colbert
All in favor – motion carried

Executive Session was ended at 7:55 PM and returned to regular session. A motion was made to adjourn the regular session meeting at 7:55 PM.

Motion – George Mango
Seconded – David Colbert
All in favor – motion carried

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sally Kondziela".

Sally Kondziela, Secretary