

# **MAXWELL MEMORIAL LIBRARY**

## **Board of Trustees Annual Meeting Agenda**

October 17, 2022 at 6:00pm

1. Call to Order
2. Visitor Acknowledgement and Welcome (NOTE: Visitors should email [director@maxwellmemorallibrary.org](mailto:director@maxwellmemorallibrary.org) no later than October 14 by 4:00pm with their request to attend.)
3. Reading of Last Annual Meeting Minutes of October 25, 2021 - Sally Kondziela
  - a. Trustee approval needed
4. Treasurer's Report - George Mango
  - a. Year-End Statements of Balance, Revenue and Expenditures, Profit and Loss, and Bank Balance
  - b. Trustee approval needed
5. Director's Report - Jennifer Burke
  - a. Trustee approval needed
6. President's Report - Marcia Wickert
  - a. Reappointment of Trustees for 2022-2023
  - b. Board Officers for 2022-2023 and terms
  - c. Trustee approval needed
7. Old Business
8. New Business
9. Adjournment

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1. Call to Order
2. Visitor Acknowledgement and Welcome (NOTE: Visitors should email [director@maxwellmemoriallibrary.org](mailto:director@maxwellmemoriallibrary.org) no later than October 14 by 4:00pm with their request to attend.)
3. Approval of the September 19, 2022 Board Meeting Minutes
  - a. Trustee approval needed
4. Treasurer's Report - George Mango
  - a. September Statements of Revenue and Expenditures, Balance Sheet, Statement of Profit and Loss, Bank Balance
  - b. Trustee approval needed
5. Director's Report – Jennifer Burke
  - a. Trustee approval needed
6. Youth Services Report – Melissa Lewandowski
  - a. Trustee approval needed
7. President's Report – Marcia Wickert
  - a. Trustee approval needed
8. Friends of the Library Report - Jennie Groth
9. Fundraising Committee - Barb Parsons
10. Finance Committee - George Mango
11. Building & Grounds Committee - George Mango
12. Old Business
  - a. Holiday Party
  - b. Off-Site Incident Procedure

13. New Business

- a. Updated Employee Handbook
- b. Updated Patron Code of Conduct Policy

14. Guest Comments

15. Adjournment