

**Maxwell Memorial Library
Board of Trustees Meeting and Minutes
October 17, 2022**

The meeting was called to order at 6:21pm.

Visitors were welcomed and President Marcia thanked everyone for their care and work achieved from the Board. And our Staff here at Maxwell Library.

Approval of Minutes from September 19, 2022

A motion was made to approve the minutes from September's meeting.

Motion – David Colbert

Seconded – Marcia Wickert

All in favor – motion carried

Treasurer's Report – George Mango

Total Assets – \$97,726.14

Retained Earnings – \$377,800.55

Net Income – \$280,074.41

Total Equity – \$97,726.14

A motion was made to approve the Treasurer's Report as presented, subject to audit and review.

Motion – Donna Breen

Second – Sally Kondziela

All in favor – motion carried

Director's Report – Jennifer Burke

I have hired Micky DiCamillo as Social Media Library Clerk and she will be starting on October 19. We are excited to have her with us and feel that she will bring additional young people into our library. Barb Jackowski announced that she will be retiring at the end of November.

I have updated our Employee Handbook to reflect holiday closing of Juneteenth and have updated the Patron Code of Conduct prohibiting carrying firearms on library property.

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

Motion – David Colbert

Seconded – George Mango

All in favor – motion carried

Youth Services Report – Melissa Lewandowski

I have Preschool Pals Storytime for ages 3-5, and Storytots Storytime for ages 0-3 on Wednesday mornings. There is a Lego Club on Monday afternoons. I'm also doing an offsite storytime at Partners in Parenting with their preschool class.

A motion was made to accept the Youth Services Report.

Motion – Barbara Parsons

Seconded – Ann Henderson

All in favor – motion carried

President's Report – Marcia Wickert

A motion was made to accept the President's Report as written.

Motion – Sally Kondziela

Seconded – Barbara Parsons

All in favor – motion carried

Friends of the Library Report – Jennie Groth

The Friends met on October 4, 2022. They donated \$100 to the library's Halloween programs. They are volunteering at the coffee tastings for the Salt City Coffee fundraiser. The Friends are planning holiday outreach activities and preliminary 2023 calendar. They are celebrating National Friends of Libraries Week with a 50-50 drawing. Their next meeting is Tuesday, November 1. There is no meeting in December.

Fundraising Committee – Barbara Parsons

Barb gave the Coffee Fundraiser report to Donna, who informed us of all particulars of the sales of Salt City Coffee for the fundraiser. She was most encouraged with the results and the monies thus received. We sold 112 bags of coffee, and the library made a profit of \$560. Barbara then discussed progress on the Annual Appeal letters that will soon be mailed. The Holiday Tree of Gift Cards drawing will be done in December. The bottle and can drive was so successful that it was suggested we could do it again in January after all the holidays.

Building & Grounds Committee – George Mango

The break room renovation is being worked on. Cabinets are coming in perhaps this week. Windows will be delivered in December and installed in May.

Old Business

Jennifer met with Cynthia Drake and discussed the Off-Site Incident Procedure. She will be incorporating this into the library's Emergency Preparedness Procedure which she is updating and will share with the President.

New Business

Holiday Party – Sally Kondziela is coordinating this event on Sunday, December 11 at 2-4pm. We will be discussing particulars at the November board meeting.

Jennifer made revisions in the Employee Handbook to include the holiday closing for Juneteenth. She also updated the Patron Code of Conduct. These changes need to be approved by the board. A motion was made to accept these changes.

Motion – George Mango

Seconded – David Colbert

All in favor – motion carried

Guest Comments – None.

A motion was made to adjourn the meeting at 7:34pm.

Motion – Cynthia Drake

Seconded – George Mango

All in favor - motion carried

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sally Kondziela".

Sally Kondziela