

**MAXWELL MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
JANUARY 23, 2023**

The meeting was called to order by President Marcia Wickert at 6:02pm.

Attending: Marcia Wickert, President  
Ann Henderson Vice President  
George Mango, Treasurer  
Sally Kondziela, Secretary  
Barbara Parsons  
Cynthia Drake  
Megan Glass  
Jennifer Burke, Director  
Rena Brower

A motion was made to amend the agenda to include approval of the minutes from the November 29, 2022 meeting.

Motion – George Mango  
Seconded – Barb Parsons  
All in favor – motion carried

**Approval of Minutes from November 21, 2022**

A motion was made to approve the minutes from November 21, 2022.

Motion – Ann Henderson  
Seconded – Barb Parsons  
All in favor – motion carried

**Approval of Minutes from November 29, 2022**

A motion was made to approve the minutes from November 29, 2022.

Motion – Sally Kondziela  
Seconded – George Mango  
All in favor – motion carried

**Treasurer's Report – George Mango**

A motion was made to accept the Treasurer's report from October 31, 2022 as presented.

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

A motion was made to accept the Treasurer's report from November 30, 2022 as presented.

Motion – Sally Kondziela  
Seconded – Ann Henderson  
All in favor – motion carried

A motion was made to accept the Treasurer's report from December 31, 2022 as presented.

Motion – Ann Henderson  
Seconded – Sally Kondziela  
All in favor – motion carried

### **Director's Report – Jennifer Burke**

Jennifer reported the Tree of Gift Cards fundraiser netted \$1,285. The highest amount in three years. The Annual Appeal brought in \$8,646. There is a donation wall in the front of the library called "Full of Thanks" with the names of donors.

She has hired three new employees who are replacing staff that have left. They will start training hours in January and start their regular shifts in February.

The library welcomes our new accountant, John Petosa.

She attended the Friends of Maxwell Memorial Library meeting on January 3. This year marks their 30th anniversary.

The library held a very successful program on January 10 on Zoom called "Lights, Camera, Extras! How to Become a Movie Extra" presented by Annie Delano, owner and founder of AND Casting. 95 people attended.

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

Motion – Ann Henderson  
Seconded – Barb Parsons  
All in favor – motion carried

### **Youth Services Report – Melissa Lewandowski**

Melissa is running Story Times, Crafternoons, and Teen Grab and Go Crafts, along with other programs, like Lego Club. There were 24 participants for the Lego Club. The program is for kids of all ages. For special programs, she is continuing to do more outreach in the community. She is gathering books for two daycare centers each month for their preschool classrooms.

A motion was made to accept the Youth Services report.

Motion – Barb Parsons  
Seconded – Ann Henderson  
All in favor – motion carried

### **President's Report – Marcia Wickert**

It was amazing how much activity took place during our "break" and reading the committee reports about the possibilities mentioned for each of us to consider participating in; after all, it is not just the work of the committee, they will need extra help to make each event a success.

Remember starting in January we have the responsibility to complete training as Trustees. The first of these sessions is February 21 at 5pm. Please refer to the email from Amanda Schiavulli sent to you last week.

### **Friends of the Library Report – Jennifer Groth**

Our Annual Meeting was held on January 3, 2023. Officers were elected for 2023. The 2022 Report was discussed, and the 2023 calendar was reviewed.

### **Fundraising Committee Report – Barbara Parsons**

Thank you letters have been sent to those merchants and donors that contributed to the Tree of Gift Cards fundraiser. Discussion for 2023 projects has begun. We discussed what events that we would like to continue in 2023 and new events that we would like to pursue. Our next meeting will be February 8 at 4pm.

### **Budget & Finance Committee Report – George Mango**

Jenny and Rena have met with John Petosa to set up QuickBooks. They are able to enter bills and print checks on January 13, 2023.

There was further discussion on the Employee Retention Tax Credit service that Paychex provides and whether we should pursue it. A motion was made to pursue. ERTC through Paychex.

Motion – George Mango

Seconded – Cynthia Drake

All in favor – motion carried

Per our 2020 Audit, George referred to "Opportunities for Strengthening Controls" in the report. Are we in compliance with that? Yes. Cash receipt Cycle - Alyssa created a Cash Receipt log in 2021 which is shared with George. Jenny created a new one for FY 2022-2023 following the same model. Payroll Cycle – we have access to payroll reports to look at data change. Our next meeting will be February 13 at 4pm.

### **Building & Grounds Committee Report – George Mango**

Current issues are HVAC, fire panel, security and parking lot.

The 2022 NYS Construction Grant check in the amount of \$71,163 was received on January 3, 2023. This is the first 90% payment of the grant. The approved total for the

grant is \$79,070. The check has been deposited in our checking account. Our next meeting will be February 13 at 4pm, following the Budget & Finance Committee meeting, at the library.

### **Strategic Planning Committee Report – Cynthia Drake**

Everything is up to date.

### **Old Business**

It has been proposed that a 4% or 5% increase on the 2023 Library Tax Levy Proposition be looked into. Fairmount Library would like to ask for this amount, and it's very important to their board that both libraries be in agreement to present a united front. The board needs further proposed budget information to determine what percent we ask tax payers for. The 2023 Library Tax Levy Proposition will be discussed and voted upon at a special Budget & Finance Committee meeting on January 31 at 4pm.

### **New Business**

Employee Retention Tax Credit. This was discussed and voted on under the Budget & Finance Committee's report.

**Guest Comments** – None.

A motion was made to adjourn the meeting at 7:47pm.

Motion – George Mango

Seconded – Barbara Parsons

All in favor – motion carried

Respectfully submitted,

A handwritten signature in cursive script, reading "Sally Kondziela".

Sally Kondziela