

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
March 20, 2023**

Meeting called to order by President Marcia Wickert at 6:07pm.

Attendees: Marcia Wickert, President
Ann Henderson, Vice President
George Mango, Treasurer
Sally Kondziela, Secretary
David Colbert
Megan Glass
Jennifer Burke, Director
Rena Brower, Library Assistant

A motion was made to approve the minutes of January 23, 2023.

Motion – Sally Kondziela
Seconded – Megan Glass
All in favor – motion carried

A motion was made to approve the minutes of February 6, 2023.

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

Treasurer's Report – George Mango

Total bank accounts: \$344,345.62
Total current assets: \$344,345.62
Total equity and liabilities: \$344,345.62

The statement of Activity by Month will be tabled until next meeting for approval.

Director's Report – Jennifer Burke

The 4% budget referendum increase request was submitted to the Assistant Superintendent for Management Services/Food Service of West Genesee Central School District.

Volney Multiplex installed a CCTV system in late February.

There has been several instances of standing water in the basement. It has been investigated and suggested that we contact a drainage specialist to obtain further recommendations.

The Annual Report to New York State has been completed. The Board needs to approve it before I submit the report to OCPL.

A motion was made to accept the Annual Report to New York State.

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

Beginning January 1, 2023, each member of a board of trustees shall be required to complete a minimum of two hours of trustee education annually. To be compliant with the law, I created a Trustee Education Policy. I also created a Tracking Form in case you aren't provided with a certificate of CE for attending a training. Along with Marcia, I will also need to keep track of Trustee Education, as this will be a required component of next year's Annual Report to the State. This policy will need to be approved.

A motion was made to accept the Trustee Education Policy.

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

I updated the Patron Code of Conduct to include rules about food and beverages in the library. They will be allowed on a limited basis.

A motion was made to accept the changes to the Patron Code of Conduct.

Motion – Megan Glass
Seconded – Ann Henderson
All in favor – motion carried

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

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

Youth Services Report – Melissa Lewandowski

I have Storytimes on Wednesdays for preschoolers and toddlers. Programs for older children include Tuesday Crafternoons, and Lego Club. For teens, the Grab and Go Teen Crafts are very popular. I do off-site storytimes at two preschool facilities in Camillus, and a storytime at Charlee's Ice Cream. I continue to look for outreach opportunities in our community.

A motion was made to accept the Youth Services Report.

Motion – Ann Henderson
Seconded – George Mango
All in favor – motion carried

President's Report – Marcia Wickert

Marcia reported the Employee Extension Tax Credit service was submitted to the IRS. The fundraising efforts have been doing well, and the Finance Committee was working diligently on ways to save money on payroll expenses.

There has to be a record of participation of the members of the Board of Trustees in the Trustee Education Policy. Please send that information to Marcia and Jenny.

Our next meeting is Monday, April 17 at 6pm.

Friends of the Library Report – Jennie Groth

They reported they met online in February and in person in March. The Friends President renewed membership in NYLA and is looking into membership for the new Friends section of CLRC. They had several giveaways to staff and patrons for Valentine's Day. They will sponsor a gift basket drawing for Friends, a St. Patrick's Day giveaway for patrons, and are making preliminary plans for the spring Geranium Sale.

Fundraising Committee – Barb Parsons

The following upcoming fundraisers and ideas were discussed:

- May 20 – Cruisin' Cones during the Village-wide Sidewalk Sale; library will also have a book sale and Melissa is planning a children's program, so we're hopeful for lots of foot traffic
- Memorial Day Parade – Cruisin' Cones will be parked in the library parking lot; library isn't open, but they are donating a proceed of their sales to us
- July 8 – Bottle & Can Drive
- September – Salt City Coffee sale
- We are still discussing a Trivia Night and Readathon
- April – we are launching "Dedicate a Library Bookplate," which won't be promoted as a fundraiser, rather as a gift to honor your loved ones. Will be ongoing. Great idea!
- The next meeting is April 12 at 4pm

Budget & Finance Committee – George Mango

A motion was made to transfer \$100,000 from our savings account to online Vio Bank, which has a higher earning interest rate.

Motion – George Mango

Seconded – David Colbert

All in favor – motion carried

Discussion was given to the proper channel for the anonymous gift donation to the building. George is looking into proper handling of it, and what to do with future donations for the building.

Strategic Planning Committee – Cynthia Drake

No report.

Old Business

Please be thinking of applicants for the Board of Trustees. We currently have one vacant seat. At the end of the year, there will be an additional three vacancies. You may submit suggestions to Marcia Wickert, President.

New Business

The items referred to on the agenda were discussed and voted on in the Director's Report.

A motion was made to adjourn the meeting at 7:30pm.

Motion – David Colbert

Seconded – George Mango

All in favor – motion carried

Respectfully submitted,



Sally Kondziela