

**Maxwell Memorial Library  
Board of Trustees Meeting Minutes  
April 17, 2023**

Meeting called to order by President Marcia Wickert at 6:03pm.

Attendees: Marcia Wickert, President  
Ann Henderson, Vice President  
George Mango, Treasurer  
Sally Kondziela, Secretary  
Barbara Parsons  
Cynthia Drake  
Jennifer Burke, Director

Visitors: Rena Brower, Library Assistant

A motion was made to approve the minutes of March 20, 2023.

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

**Treasurer’s Report – George Mango**

A motion was made to approve the financials for January and February, tabled from our last meeting, which were assessed and found to be correct.

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

Total Bank Accounts: \$294,968.03  
Total Assets: \$294,968.03  
Total Liabilities and Equity: \$294,968.03

A motion was made to approve the Treasurer’s Report for March.

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

**Director’s Report – Jennifer Burke**

On March 23, I attended OCPL’s 2023 Summer Reading Kickoff Meeting at Onondaga Free Library. On March 28, I attended the training “Censorship and Outrage: Being Prepared for Censorship Challenges in Onondaga County.”

I have researched payroll companies and have recommended ADP.

I reached out to Volney Multiplex for a quote on installing a monitored security system for the library. The library would have a control panel, a keypad located inside the vestibule, two door contacts, four motion detectors, and one panic button at the front desk, and two panic button pendants that staff can wear around their necks. Including the equipment, labor and delivery, the cost is \$1,200.00. Monitoring is \$36.95 per month. 50% deposit is due, and we also have to pay a \$30 Onondaga County permit fee.

A motion was made to approve the purchase and installation of a monitored security system.

Motion – Cynthia Drake  
Seconded – George Mango  
All in favor – motion carried

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

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

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

I am offering weekly craft programs on Tuesdays, Lego Club on Monday afternoons, and monthly Grab and Go Teen Crafts. I do an offsite storytime on Tuesday mornings. I am also presenting Stories and Sundaes at Charlee's Ice Cream on the second and fourth Thursdays from 4-5pm. It has done well, and is a great way to promote Maxwell in the community.

A motion was made to accept the Youth Services Report.

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

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

The Personnel Committee met, and there will be an executive session after our open meeting today. The next board meeting is May 15, 2023.

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

We are getting ready for our Geranium Sale. Orders open on April 20, and people can pick up their orders on May 20. We have purchased a new rug for storytimes.

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

The committee is meeting on April 18, and they will be discussing upcoming events. There was a positive conversation with Jersey Mike's, and more information will come

on the possibility of partnering with them. The fundraiser with Cruisin Cones is on Saturday, May 20. We will be looking for volunteers to help at that event.

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

George informed the Board of his meeting with John Petosa regarding the Statement of Activity for the last two months. There were some inconsistent entries, but the money is correct. John will adjust those entries. George is pleased with John's work.

George reevaluated the Board's decision to move money from our savings account into an online account. He feels the money should stay local, and after discussions with KeyBank, they will accommodate us by changing our savings account to a money market savings account with a 4% interest rate for six months. After discussion, a motion was made to accept the Treasurer's recommendation to change our savings account to a money market savings account for six months at 4%.

Motion made – Ann Henderson

Seconded – Sally Kondziela

All in favor with one abstention – motion carried

George will confer with KeyBank on when this will go into effect.

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

No report.

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

Cynthia is planning to meet with Jennifer next week.

### **Old Business**

Jennifer asked Board Members to sign up to attend Friends meetings in the future so we can have representatives present. The dates she asked for were filled.

### **New Business**

Jennifer drafted a new Materials Donation Policy for the library. It details what the library will and will not accept for donations, as well as the condition they need to be in. A motion was made to accept this policy.

Motion – George Mango

Seconded – Cynthia Drake

All in favor – motion carried

The Computer Use Policy has been tabled until next month.

## **Guest Comments**

There are none.

## **Adjournment**

A motion was made to adjourn the open meeting and enter executive session for the purpose of discussing the performance review of a particular person.

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

The Board moved into executive session at 7:16pm.

At 7:45pm a motion was made to close the executive session and reconvene into open meeting.

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

Marcia Wickert called the meeting to a close at 7:45pm.

Respectfully submitted,

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

Sally Kondziela, Secretary