

**Maxwell Memorial Library  
Board of Trustees Meeting Minutes  
May 15, 2023**

Meeting called to order by President Marcia Wickert at 6:04pm.

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

Visitors:             Rena Brower, Library Assistant

A motion was made to approve the minutes of April 17, 2023.

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

**Treasurer’s Report – George Mango**

George reviewed the financial reports provided by the accountant for the Board. All agree that the new accountant is doing a fine job in making the reports easier to understand.

Total Assets: \$263,468.71  
Total Liability and Equity: \$263,468.71

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

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

**Director’s Report – Jennifer Burke**

The security system has been installed, and it went live on May 8. We successfully transitioned payroll companies and have run two payrolls through ADP. I signed up for a trial subscription to Gimlet, an online software. Gimlet helps libraries easily track statistics at any service desk. It will help uncover trends and patterns at the front desk, and we can see when we are busiest and exactly what questions patrons are asking. This will help us improve the services we

provide. The final part of the Construction Grant is installing the windows. Work will start the day after Memorial Day, May 30, and we anticipate it to be completed the same week. I updated our Computer Use Policy, which the Board needs to approve. I met with Cynthia on April 26 to discuss the timeline for creating a new Strategic Plan for 2024-2026. In order to draft a new plan, we need to do a Community Needs Assessment to see what the needs of the community are. We'll have the survey available on the website as a PDF and Google Form, as well as paper surveys in the library, beginning May 16. We'll also advertise on social media and in the e-newsletter. Our next big fundraising event is Saturday, May 20. Cruisin' Cones will be in our parking lot selling ice cream and other frozen goodies 10:30am-2:30pm. We're also having our annual Big Book Sale 10am-3pm in conjunction with the fundraiser and the Village Mile-Long Sale. Melissa is also having a Sticker Palooza program for kids, so there are activities for all ages.

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

Motion – George Mango

Seconded – Ann Henderson

All in favor – motion carried

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

I am continuing all current programs. During Spring Break Week, we had 184 people participating in library activities for children and families. I am continuing to do more outreach in the community, doing offsite storytimes at several locations.

A motion was made to approve the Youth Services Report.

Motion – Sally Kondziela

Seconded – Barbara Parsons

All in favor – motion carried

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

Our next meeting will be June 26, 2023. We do not meet in July.

The Personnel Committee will meet in the next week or two to discuss the evaluation process. Cynthia asked the Director how she would process her upcoming medical leave; this will be covered by using existing PTO, but that she will most likely be able to work from home for some of the time.

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

The Friends sponsored a Poetry Month book giveaway. The geranium sale is doing well; pickup will be on May 20 at the Village Hall.

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

The committee has been quite active in obtaining planned events for the upcoming year. A new program, *Sponsor a Book*, has been introduced that will be available year-round. This is a way for someone to honor a loved one with a donation that will go toward the purchase and dedication of a new book in the library's collection. There was a discussion on the ongoing review of the Annual Appeal process.

### **Finance Committee and Buildings and Grounds Committee – George Mango**

George suggested that these committees meet quarterly instead of monthly. There were no reports.

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

We are sending out the Community Survey. It is important that the entire Board works together with the Director to plan on a vision for the future.

### **Old Business**

There was none.

### **New Business**

The new alarm system has been installed and is working well.  
Everyone was reminded of the May 16 school district budget and library referendum vote.  
A motion was made to accept the revised Computer Use Policy.

Motion – George Mango

Seconded – Ann Henderson

All in favor – motion carried

### **Guest Comments**

There are none.

## **Adjournment**

A motion was made to adjourn.

Motion – George Mango

Seconded – Barbara Parsons

All in favor – motion carried

Marcia Wickert called the meeting to a close at 7:28pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sally Kondziela". The signature is written in dark ink on a white background.

Sally Kondziela, Secretary