

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
June 26, 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
Cynthia Drake
Megan Glass
Jennifer Burke, Director
Rena Brower, Library Assistant

Visitors: None

A motion was made to approve the minutes of May 15, 2023.

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

Treasurer’s Report – George Mango

Total Current Assets:	\$241,635.73
Retained Earnings:	\$97,726.14
Net Revenue:	\$143,909.59
Total Equity:	\$241,635.73

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

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

Director’s Report – Jennifer Burke

The Book Sale on May 20th was very successful. The new windows have been installed and are beautiful. Before surgery, I created a Community Survey and it’s on our website, at the front desk and we posted on social media to the link. The survey is open until the end of July. I attended many meetings and webinars in June. Summer Reading Program for Adults started today. It will be a great summer at Maxwell.

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

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

Youth Services Report – Melissa Lewandowski

All programs are well attended. My outreach to the community has been very well accepted. There has been a new outreach program at the Birch Tree Montessori School. Summer Reading Program for kids and teens is all planned and ready to go this summer.

A motion was made to accept the Youth Services Report.

Motion – Megan Glass

Seconded – George Mango

All in favor – motion carried

President's Report – Marcia Wickert

I am happy to report that our fundraising projects have done really well. Perhaps we can do another Book Sale. We are still looking for more applicants for open positions on the Board of Trustees. We have three applicants currently. We will invite them to our next meeting, where they can tour the library and have the opportunity to ask questions. The nominating committee will submit nominations for trustees at the annual meeting. They'll receive a letter confirming their acceptance as well as a packet of important documents. Our next meeting will be August 21st.

Friends of the Library Report – Jennifer Groth

There was no meeting in June. They are planning a summer picnic, date to be determined.

Fundraising Committee Report – Barbara Parsons

We have been active in pursuing new opportunities. Follow-ups will be coming soon. We have reviewed the Annual Appeal and will make some changes for this year. The Bookplate Sponsorship has been introduced with favorable responses.

Finance Committee Report – George Mango

No report.

Building and Grounds Committee Report – George Mango

No report.

Strategic Planning Committee Report – Cynthia Drake

The Community Survey went out for another month due to low responses. As an incentive, completed surveys will be entered into a drawing for a gift card to local restaurants. We'll reassess after the end of July.

Old Business

None.

New Business

Discussion of the property for sale next to the library. It was determined that it would not be a reasonable acquisition at this time.

A motion was made to adjourn the meeting at 7:05pm.

Motion – George Mango

Seconded – Megan Glass

All in favor - motion carried

Respectfully submitted,

A handwritten signature in blue ink that reads "Sally Kondziela". The signature is written in a cursive style.

Sally Kondziela, Secretary