

**Maxwell Memorial Library  
Board of Trustees Meeting Minutes  
August 21, 2023**

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

Attendees: Marcia Wickert, President  
George Mango, Treasurer  
Sally Kondziela, Secretary  
Barbara Parsons  
Jennifer Burke, Director  
Rena Brower, Library Assistant

Visitors: Samantha Harper

There is not a quorum, so approval of the minutes of June 26, 2023 will be tabled to our next meeting on September 18, 2023.

**Treasurer's Report – George Mango**

Retained Earnings:	\$101,215.81
Net Revenue:	\$102,911.18
Total Equity:	\$204,126.99
Total Assets:	\$204,126.99

Approval of the Treasurer's Report will be tabled until our next meeting for approval.

**Director's Report – Jennifer Burke**

Mackenzie Sadler's last day is today. She is pursuing a Master's Degree in Museum Studies in Cooperstown. I have hired a new Library Clerk, Jenna Peyer.

The State Comptroller's office contacted me because Maxwell was delinquent in filing our Property Tax Cap form for the past three years. I had no idea what this was so after speaking with someone from their office and some member directors, I found out this is required at the same time we submit our Tax Cap Levy to the school district. We are all set for next year.

OCWA contacted me regarding annual testing of Maxwell's Backflow Prevention device. I have contacted all the people regarding this matter. We do not have the unit in question. Joe Durand from TDK Engineering will be taking care of this matter. I will update when he can continue the process.

I purchased five new computers for the library.

I attended the Onondaga County Suburban Library Director's meeting on August 1. We discussed Directors and Officers Insurance, which protects the Director against any allegations of wrongful acts performed in their capacity as leadership for the library.

Approval of the Director's Report tabled until our next meeting.

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

I offer weekly programs - Lego Club on Mondays, Kids Crafts on Tuesdays, Storytime on Wednesdays – as well as an offsite storytime on Tuesdays, and Stories and Sundaes at Charlee's Ice Cream on the second and fourth Thursdays of the month.

We have been very busy almost every day this summer. Special programs in July include The MOST Science Show, Storytelling with Regi Carpenter, Zoo to You, Books, Balls and Blocks, and Dan the Snakeman, which 123 attended.

Approval of the Youth Services Report tabled until our next meeting.

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

There are four applications for open trustee positions. The Villagewide Garage Sale will be on September 9, and the library will have a Book Sale and Exhale Café's Food Truck will be in the parking lot.

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

I attended a United for Libraries webinar. Our next meeting is September 12 at 12pm.

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

Our Bottle Drive did not have the volume of returns as last year. Seven bookplates have been purchased for the book sponsorship program. This will be an ongoing event.

The Coffee Fundraiser will start on September 1 and run until September 30. The Villagewide Garage Sale will be on September 9 and Exhale Café's Food Truck will be in the parking lot, as well as a book sale inside the library.

A suggestion was made to have library or book-related t-shirts to sell as a fundraiser.

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

No report.

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

No report.

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

We received 68 responses to the Community Survey. The responses were interesting. The committee will work on finding goals and themes within those results. We could use the entire Board's help on the next steps of drafting the Strategic Plan.

### **Nominating Committee Report – Marcia Wickert**

Marcia introduced our guest, Samantha Harper, who applied to be a Trustee. Marcia invited the other applicants to attend either the August or September Board meetings.

### **Old Business**

None.

### **New Business**

None.

President Marcia Wickert adjourned the meeting at 7:50pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sally Kondziela".

Sally Kondziela, Secretary