

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
September 18, 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
Megan Glass
Jennifer Burke, Director

Visitors: Phillip Grome
Lucille Adorante
Samantha Harper
Allison Palermo-Record

Visitor acknowledgments and welcome by Marcia.

A motion was made to approve the minutes of June 26, 2023.

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

A motion was made to approve the minutes of August 21, 2023.

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

Treasurer's Report – George Mango

A motion was made to approve the Treasurer's Report of August 21, 2023.

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

Statement of Financial Position as of August 31, 2023:

Retained Earnings:	\$101,498.58
Net Revenue:	\$7,068.89
Total Equity:	\$108,567.47
Total Assets:	\$108,567.47

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

Motion – George Mango
Seconded – Sally Kondziela
All in favor – motion carried

Director’s Report – Jennifer Burke

A motion was made to approve the Director's Report from August 21, 2023

Motion – George Mango
Seconded – Megan Glass
All in favor – motion carried

The adult Summer Reading Program finished at the end of August. 43 participated, and 12 won gift cards to local businesses.

One of the HVAC units was repaired on September 6 by Roehm Heating & Cooling due to a broken compressor.

We made \$416 at the book sale on September 9.

I worked on a draft budget for 2023-2024 with the help of George Mango. It will be up for discussion and a vote under New Business.

We have a lot of great programs for adults coming up in the new month.

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

Motion – George Mango
Seconded – Sally Kondziela
All in favor – motion carried

Youth Services Report – Melissa Lewandowski

A motion was made to approve the Youth Services Report from August 21, 2023.

Motion – Megan Glass
Seconded – George Mango
All in favor - motion carried

In August, I had three sessions of Storytots Storytime on Wednesdays at 10:30am; this is for ages 0-5. I offered programs throughout the week, like Tuesday Kids Crafts, Lego Club, Grab and Go Teen Craft, and Stories and Sundaes at Charlee’s Ice Cream. I also do an offsite storytime at Partners in Parenting each Tuesday with their preschool class.

We had special programs in August as part of our summer reading program. These included Jeff the Magic Man, Read With Me (with Ann Henderson and her dog Molly), Captain Jack, and the End of Summer Reading Party.

We were very busy with the Summer Reading Program! For the Grades 0-5 program, 60 children registered and read a total of 18,293 minutes. For the Grades 6-12 program, 18 teens registered and read a total of 6,605 minutes. All the participants were very motivated to try and win one of the prizes at the end of the summer. It feels like we were finally getting back to normal from before the pandemic in terms of the number of families in the library and utilizing the children's room.

A motion was made to approve the Youth Services Report.

Motion – George Mango

Seconded – Cynthia Drake

All in favor – motion carried

President's Report – Marcia Wickert

Summer was very productive in readership, program attendance, and fundraising opportunities. We are now looking at the Fall season which seems to be as busy as summer. The Nominating Committee have four applications for the Board vacancies. We are grateful for their interest, and thankful for the many years of service to those Board members who are coming off the Board.

Our next meeting will be October 16. It will be our Annual Meeting, where trustees will be elected, followed by a regular board meeting, where officers will be elected, and committees appointed.

Friends of the Library Report – Jennifer Groth

No report this month.

Fundraising Committee Report – Barbara Parsons

The Salt City Coffee fundraiser is currently going on through the month of September. Coffee tastings began today and will continue into next week. All, except one, volunteer spots have been filled. Let Jenny know if you can help out.

Lucille Adorante gave an update on the Annual Appeal. We are working on getting pricing from different companies for printing, and printing and mailing. We can work with the Arc of Onondaga to label and prepare letters for mailing. The letter will be mailed out at the end of October.

Tree of Gifts Cards is planned for late November. We will solicit businesses for donations in mid-October with a deadline of getting us donations by November 14.

Finance Committee Report – George Mango

There was discussion of the draft budget for 2023-2024, which our Director prepared. It will be voted on under New Business. We also discussed an Investment Policy, and John Petosa provided some feedback. This is also up for discussion and vote under

New Business. George spoke with Mark at Upstate Financial Network about the disappointment in our account performance. Mark suggested moving around 50% of the account into a guaranteed interest rate CD. This will eliminate all volatility from the bonds, and still give us stock market exposure. The Board could also set stop-loss orders on the stock positions to avoid and significant decline. This is also up for discussion and vote under New Business.

Building and Grounds Committee Report – George Mango

No report.

Strategic Planning Committee Report – Cynthia Drake

Cynthia plans to contact Jenny to schedule a time for the next meeting. If more board members can attend, we'd appreciate the input as Cynthia will be coming off the board, and someone else will need to chair this committee.

Old Business

None.

New Business

There was a discussion of the Investment Policy. The suggested changes were added to the draft. This document will be shared with the Board and uploaded to our website with the other library policies.

A motion was made to accept the Investment Policy with recommended changes.

Motion – George Mango

Seconded – Cynthia Drake

All in favor – motion carried

There was a discussion about our investment account. George spoke with Mark at Upstate Financial Network, and Mark recommends converting at least 50% of our current investment to a guaranteed interest rate CD with 5+% of annual return. This will eliminate all volatility from the bonds, and still give us stock market exposure. The Board could also set stop-loss orders on the stock positions to avoid and significant decline.

A motion was made to change our investment account and convert at least 50% of current investments to a brokerage CD.

Motion – George Mango

Seconded – Cynthia Drake

All in favor – motion carried

Jennifer presented a draft of the 2023-2024 budget. Our fiscal year begins October 1, 2023. There was a comparison to last year's budget, and discussion of changes in some budget categories.

A motion was made to accept the 2023-2024 budget.

Motion – Cynthia Drake

Seconded – Ann Henderson

All in favor – motion carried

Guest Comments

Phillip Grome and Allison Palermo-Record both were happy to be included and mentioned they would not be here for the next meeting, but we would see them in November.

Adjournment

A motion was made to adjourn the meeting at 7:50pm.

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