

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
October 16, 2023**

Meeting called to order by Vice President Ann Henderson at 6:14pm.

Attendees: Ann Henderson, Vice President
George Mango, Treasurer
Sally Kondziela, Secretary
Cynthia Drake
Megan Glass
Barb Parsons

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant
Lucille Adorante
Phillip Grome

Vice President Ann Henderson made the following motion: Per Section 105 of the Public Officers Law, this board shall now move into executive session for purpose of discussing the medical history of a particular person. Ann asked that Rena, Jenny, Lucille and Philip be included to attend.

Motion – Ann Henderson
Seconded – Sally Kondziela
All in favor – motion carried

The Board entered into executive session at 6:16pm.

At 6:45pm, Ann Henderson made a motion to leave executive session.

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

The Board reconvened in open session.

Ann acknowledged and welcomed our visitors.

A motion was made to approve the minutes of September 18, 2023.

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

Treasurer's Report – George Mango

Statement of Financial Position as of September 30, 2023:

| | |
|--------------------|--------------|
| Retained Earnings: | \$100,711.66 |
| Net Revenue: | \$-7,257.04 |
| Total Equity: | \$93,454.62 |
| Total Assets: | \$93,454.62 |

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

Motion – Cynthia Drake

Seconded – Megan Glass

All in favor – motion carried

There was discussion that we need to be aware of the budget. We need better accountability of spending. It was suggested we have an inventory regarding the books the library owns for insurance purposes.

Director's Report – Jennifer Burke

I attended the Onondaga County Suburban Library Director's meeting on October 3. OCPL received a \$6,000 I Love My Library grant that will be awarded to each member library towards a summer program. Salt City Coffee fundraiser brought in \$415, which was less than last year. We would like to continue it next year. I will be busy completing infractions from our annual fire inspection from the Village of Camillus Code Enforcement Office. I have been able to complete some of the requests and hope to have more done by their date of October 30. We have some fun programs planned for Halloween. I will be attending the New York Library Association's Annual Conference November 1-4 in Saratoga Springs.

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

Motion – Megan Glass

Seconded – Barbara Parsons

All in favor – motion carried

Youth Services Report – Melissa Lewandowski

Programs I offer include Storytime, Tuesday Kids Crafts, Lego Club, Homeschool Fun, Grab & Go Teen Craft, Offsite Storytime, Stories and Sundaes at Charlee's Ice Cream. I am in the process of planning a Fire Safety program with some of the staff at Fairmount Library, which will be taking place later in the month at the Fairmount Fire Department.

A motion was made to accept the Youth Services Report.

Motion – George Mango

Seconded – Cynthia Drake

All in favor – motion carried

President's Report – Ann Henderson, Vice President

Officers for 2023-2024

President – Ann Henderson

Vice President – Marcia Wickert

Treasurer – George Mango

Secretary – Sally Kondziela

A motion was made to accept the Officers for the next year.

Motion – Sally Kondziela

Seconded – Barbara Parsons

All in favor – motion carried

Appointment of trustees to the following committees will be introduced at our regular meeting in November:

Building & Grounds

Finance

Fundraising

Nominating & Personnel

Strategic Planning

The next Board of Trustees meeting is November 20, 2023.

Friends of Maxwell Memorial Library Report – Jennifer Groth

The Friends are celebrating National Friends of Libraries Week, October 15-21, and their 30th anniversary with several outreach programs. Their next meeting is November 7 at 1pm in the Community Room at the library.

Fundraising Committee – Barbara Parsons

Salt City Coffee fundraiser netted \$415. We are diligently working on our Annual Appeal. PJ Green in our best option to handle printing and mailing our newsletter. We will be mailing out the letter at the end of the month. District 23 has been eliminated from our mailing. Donations for the Tree of Gift Cards must be in by November 14. We are looking into events for 2024. Our next meeting is November 6 at 2pm on Zoom.

Finance Committee – George Mango

No report.

Building & Grounds Committee – George Mango

There will be a meeting on Thursday, December 7 at 4pm.

Strategic Planning Committee – Cynthia Drake

There should be a meeting before January for the new chair of this committee.

Old Business

None.

New Business

The date for the Christmas Party has been set for December 10 at 2-4pm. There was a suggestion to honor and acknowledge the Friends 30th Anniversary.

Guest Comments

It was noted we need a memo for the meeting dates for 2024.

George Mango made a motion to adjourn the meeting. Cynthia Drake seconded. All in favor. Ann Henderson adjourned the meeting at 7:27pm.

Respectfully submitted,



Sally Kondziela, Secretary