

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
November 20, 2023**

Meeting called to order by Vice President Ann Henderson at 6:00pm.

Attendees: Marcia Wickert, President
Ann Henderson, Vice President
George Mango, Treasurer
Cynthia Drake
Barbara Parsons
Megan Glass

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant
Lucille Adorante
Donna Breen
Philip Grome

Ann Henderson states the minutes from the October 16, 2023 Annual Meeting and regular meeting of October 16, 2023 need to be adjusted. The President's Report for both were swapped (the Annual Meeting should reflect the election of new trustees and reelection of trustees for their second term; the regular meeting should reflect election of officers).

George Mango made a motion to approve the minutes from the October 16, 2023 Annual Meeting with the change of election of new trustees and reelection of trustees for their second term under President's Report. Barb Parsons seconded. All in favor, motion carried.

George Mango made a motion to approve the minutes from the October 16, 2023 regular meeting with the change of election of officers under President's Report. Marcia Wickert seconded. All in favor, motion carried.

Treasurer's Report – George Mango

Statement of Financial Position as of October 31, 2023:

Total Assets:	\$442,164.28
Total Liabilities:	-\$ 289.58
Retained Earnings:	\$93,138.94
Net Revenue:	\$349,314.92
Total Equity:	\$442,453.86

Capital Expenses line of \$5,000 was added to the 2023-2024 budget. George would like this line to be renamed Capital Expense Reserve.

Marcia Wickert made a motion to approve the Treasurer's Report, subject to audit. Barb Parsons seconded. All in favor, motion carried.

Director's Report – Jennifer Burke

Visitors to the library have been steady. We saw about a 20% increase in OverDrive downloads from last month. I attended the New York Library Association Annual Conference in November. Currently, I am working on yearly staff evaluations.

George Mango made a motion to approve the Director's Report. Barb Parsons seconded. All in favor, motion carried.

Youth Services Report – Melissa Lewandowski

Melissa continues to provide outreach storytimes to pre-k classes. She offers weekly storytime at the library, as well as other library programs for children and teens.

Cynthia Drake made a motion to approve the Youth Services Report. Megan Glass seconded. All in favor, motion carried.

President's Report – Ann Henderson

Vice President Ann recognized Marcia Wickert, who will be stepping back to recuperate from surgery. All the committees will start meeting in January 2024 and new trustees will be appointed to them. She thanked retiring trustees, Cynthia Drake, Barb Parsons and Megan Glass, for all their hard work throughout their two terms. A reminder Trustee Training will be November 28 at 6pm.

Friends of the Library Report – Jennifer Groth

The Friends notified our library director that their organization will dissolve as of November 21, 2023. Jennie asked that our director share the letter of dissolution, as well as the 2023 contributions the Friends made to the library, as well as their history of donations. Marcia Wickert will send the Friends a letter of appreciation. The Board will have a cake celebrating their 30 years at our Holiday Party.

Fundraising Committee – Barbara Parsons

The Annual Appeal mailing went out at the end of October (3,727 letters). Jenny will send thank you letters to all the donors. Many thanks for Lucille, Donna and Megan for their assistance with the annual appeal. Thus far, we've received 74 donations totalling \$4,290. George mentioned the letter states we get funding from the "Town." This needs to be changed to "tax payers" for next year's letter, as it's accurate. Tree of Gift Cards

has 36 donations and gift cards totaling \$1,463 and there is a bracelet from Monarch Jewelers and other gift bags. We will not have a meeting in December.

Finance Committee – George Mango

Mark Hills, our investment consultant, will be at the next Finance Committee meeting on December 7 at 4pm at the library. Building & Grounds Committee will also meet during this time.

Strategic Planning Committee – Cynthia Drake

No report.

Old Business

Reminder the Holiday Party is December 10 at 2-4pm. Set-up will be December 9 at 2:30pm, as well as December 10 at 1pm.

New Business

None.

Guest Comments

None.

George Mango made a motion to adjourn the meeting. Barb Parsons seconded. All in favor. Vice President Ann Henderson adjourned the meeting at 7:10pm.

Respectfully submitted,

Cynthia Drake, Acting Secretary