

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
January 22, 2024**

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

Attendees: Ann Henderson, President
Marcia Wickert, Vice President
George Mango, Treasurer
Sally Kondziela, Secretary
Donna Breen
Philip Grome
Allison Palermo-Record

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant

Allison Palermo-Record made a motion to approve the minutes from November 20, 2023. Marcia Wickert seconded. All in favor, motion carried.

Treasurer's Report – George Mango

Statement of Financial Position as of December 31, 2023:

Total Assets:	\$400,217.98
Retained Earnings:	\$319,894.04
Net Revenue:	\$80,323.94
Total Equity:	\$400,217.98

Sally Kondziela made a motion to approve the Treasurer's Report, subject to audit. Philip Grome seconded. All in favor, motion carried.

Director's Report – Jennifer Burke

The Annual Appeal has brought in \$8,215 to date. The Tree of Gift Cards fundraiser raised \$2,020. We switched cleaning companies on December 5. I also switched our Quickbooks subscription to save money. I attended many OCPL meetings and webinars for continuing education. Our partnerships with St. Joseph's Food Pantry and Sleep in Heavenly Peace have been going very well, and folks have been generous in their donations to these organizations.

Marcia Wickert made a motion to approve the Director's Report. Donna Breen 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. She offered two special programs during the Holiday season. One was offsite at the Erie Canal and the second was Cookie Decorating at the library.

Philip Grome made a motion to approve the Youth Services Report. Allison Palermo-Record seconded. All in favor, motion carried.

President's Report – Ann Henderson

Thank you for all your help with the Holiday Party. We had a great turnout, with some Friends of Maxwell attending. Samantha Harper submitted her notice to the Board that she can't continue as a trustee, due to moving out of the area. Our next Board meeting is February 26 at 6pm.

Fundraising Committee – Jennifer Burke, reporting for Barb Parsons

This was our fourth and best year for the Tree of Gift Cards fundraiser. Thank you letters were sent to those donors on January 8. The committee is looking into ideas for fundraisers for 2024. One new idea we'll likely pursue is selling a book/library-themed t-shirt. We also discussed how funds may be used to help the library. A new library sign is much needed outside. Our next meeting is February 7 at 4pm.

Finance Committee – George Mango

Mark Hills, our investment consultant, was asked to review our investment policy. The Committee reviewed it, and upon discussion and recommendations from Mark, agreed to adjust our current asset allocations of 55% bonds, 20% stocks, and 25% Money Market. All stock investments are being purchased with a stop loss of 5% to prevent any catastrophic loss in a major downfall. Our next meeting will be April 4 at 4pm, combined with a Building & Grounds Committee meeting.

Building & Grounds Committee – George Mango

Jennifer reviewed the progress of the building renovations and scheduled building repairs. Our fire inspection violations have been mostly all completed. The committee discussed the issue of the potential falling tree, which needs to be removed for the safety of our patrons and building.

Old Business

President Ann Henderson discussed board committees for 2024 and trustees signed up for committees. Here is the roster:

Nominating & Personnel

Ann Henderson, Chair
Marcia Wickert
Allison Palermo-Record

Finance

George Mango, Chair
Ann Henderson
Phil Grome

Building & Grounds

George Mango
Ann Henderson
Phil Grome

Fundraising

Lucille Adorante
Donna Breen
George Mango
Barb Parsons, ex-officio
Megan Glass, ex-officio

Long-Range Planning

Ann Henderson
Allison Palermo-Record

A discussion followed. There are some committees listed in our bylaws that aren't in existence anymore, so the bylaws will need to be updated to reflect that. Folks who aren't board members can serve on committees, per our bylaws, so it might be good to get additional volunteers.

New Business

Jennifer updated the Conflict of Interest Policy. Each board member is required to abide by the rules within that policy and to sign an acceptance statement. A motion was made by Philip Grome to accept the updates to this policy. Allison Palermo-Record seconded. All in favor, motion carried.

All board members signed the policy and returned copies to the Director to keep on file.

George Mango made a motion to adjourn the meeting. Philip Grome seconded. All in favor. Vice President Ann Henderson adjourned the meeting at 7:20pm.

Respectfully submitted,

A handwritten signature in blue ink, reading "Sally Kondziela". The signature is written in a cursive style with a large, stylized 'S' and 'K'.

Sally Kondziela