

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
February 21, 2024**

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

Attendees: Ann Henderson, President
George Mango, Treasurer
Sally Kondziela, Secretary
Phillip Grome
Donna Breen

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant

Phillip Grome made a motion to approve the minutes from January 22, 2024. Sally Kondziela seconded. All in favor, motion carried.

E-vote between meetings:

Allison Palermo-Record made a motion for the following resolution:

Whereas, the adoption of the 2024-2025 budget for the Maxwell Memorial Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Maxwell Memorial Library voted and approved to exceed the tax levy limit for 2024-2025 by at least the sixty percent of the board of trustees as required by state law on February 1, 2024.

Donna Breen seconded. All in favor, motion carried on February 1, 2024.

Treasurer's Report – George Mango

Statement of Financial Position as of January 31, 2024:

Total Assets:	\$367,056.17
Retained Earnings:	\$93,138.94
Net Revenue:	\$273,917.23
Total Equity:	\$367,056.17

Donna Breen made a motion to approve the Treasurer's Report, subject to audit. Phillip Grome seconded. All in favor, motion carried.

Director's Report – Jennifer Burke

- We received thank you notes from St. Joseph's Church Food Pantry regarding the food drive, and one addressed to the Board for their separate donation.
- I submitted the 4% budget referendum increase request to the Assistant Superintendent for Management Services at West Genesee Central School District.
- The Library's Form 990 for the last fiscal year was filed on February 15.
- I worked on the 2023 Annual Report to New York State; it is due March 1, and will need to be approved by the Board tonight.
- In learning about Form 990 and our requirements for the Annual Report, I updated our Whistleblower Policy and Records Retention and Disposal Policy. Both will need to be approved by the Board.
- I attended many meetings and webinars in January.
- I will be presenting a workshop at the NYLA YSS Spring Conference on April 19 in Clayton, with my friend and colleague Lisa Neuman, Director of RCS Community Library about how working in youth services can set you up for manager and director positions.
- We've planned eclipse programs through the month of March, leading up to our viewing party at Munro Park on April 8. We will be handing out free eclipse glasses starting March 25; one pair per family
- We continue our monthly adult programs.

Donna Breen made a motion to accept the Director's Report. George Mango seconded. All in favor, motion carried.

Youth Services Report – Melissa Lewandowski

All of my regular library programs are still occurring. On February 10, I held a Preschool Fair. Representatives from seven area schools participated, and 58 people attended to speak with school representatives. Everyone was thankful and appreciated this opportunity.

Philip Grome made a motion to accept the Youth Services Report. Sally Kondziela seconded. All in favor, motion carried.

President's Report – Ann Henderson

We need to address the issue of the tree that needs to be taken down. Pretty sure it's on the property next door, but it is overhanging onto our property. George reached out the mayor to try and speak with Mr. Kirk, the owner to the property next door. No response. We will try again. Our bylaws need some updating to reflect current committees. Our next board meeting is March 18, 2024 at 6pm.

Fundraising Committee – Donna Breen

We just had a meeting at 4pm today. We discussed upcoming events, some of which have been scheduled:

May 18 – Library Book Sale and Cruisin’ Cones during the Villagewide Garage Sale
July 13 – Bottle and Can Drive
October – Coffee Fundraiser with Salt City Coffee
Fall – Annual Appeal
December – Tree of Gifts

There was discussion of a themed basket drawing in the Spring. We are getting information about selling t-shirts as a possible fundraiser. We’re looking at various vendors and the pricing.

Finance Committee – No report.

Building and Grounds Committee – No report.

Long-Range Planning Committee – No report.

Nominating and Personnel Committee - No report.

Old Business

Sally Kondziela will be added to the Fundraising Committee.

New Business

1. Whistleblower Policy – Jennifer revised this policy and presented it to the Board for approval.

George Mango made a motion to approve the Whistleblower Policy. Phillip Grome seconded. All in favor, motion carried.

2. Records Retention and Disposal Policy – Jennifer revised this policy and presented it to the Board for approval.

Donna Breen made a motion to approve the Records Retention and Disposal Policy. Phillip Grome seconded. All in favor, motion carried.

3. 2023 Annual Report for Public and Association Libraries – Jennifer completed Maxwell’s 2023 Annual Report; she is waiting for circulation and holdings information from OCPL to complete the report. However, it is due by March 1 and must be approved by the Board before submission to NYS Library.

Donna Breen made a motion to approve the 2023 Annual Report as stated.
Phillip Grome seconded. All in favor, motion carried.

George Mango made a motion to adjourn the meeting. Sally Kondziela seconded. All in favor. President Ann Henderson adjourned the meeting at 7:35pm.

Respectfully submitted,



Sally Kondziela