

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
March 18, 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
Lucille Adorante
Donna Breen
Phillip Grome
Allison Palermo-Record

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant
Herb Jones

Philip Grome made a motion to accept the minutes from February 21, 2024 with these corrections: in New Business, "Jennifer revised this policy and presented..." under 1. and 2. items of business. George Mango seconded. All in favor, motion carried.

Treasurer's Report – George Mango

Statement of Financial Position as of February 29, 2024:

Total Assets:	\$338,440.52
Retained Earnings:	\$93,138.94
Net Revenue:	\$245,301.58
Total Equity:	\$338,440.52

Donna Breen made a motion to accept the Treasurer's Report, subject to audit. Sally Kondziela seconded. All in favor, motion carried.

Director's Report – Jennifer Burke

Jennifer shared February stats with the Board. The library received the \$10,000 grant from Senator Mannion for programming support. A new substitute Library Clerk was hired. She attended many meetings and webinars. An interesting one was Robert's Rules of Order. We are preparing for the Total Solar Eclipse on April 8. We scheduled a series of programs in March and April leading up to the eclipse. Our adult programs have been well attended. In April, we are offering a biweekly gardening series taught by a Master Gardener from Cornell Cooperative Extension of Onondaga County.

George Mango made a motion to accept the Director's Report. Allison Palermo-Record seconded. All in favor, motion carried.

Youth Services Report – Melissa Lewandowski

Melissa continues to offer weekly storytime, along with library programs for school-aged children and a monthly craft for teens. She continues outreach storytime visits at local preschools and bimonthly storytimes with a craft at Charlee's Ice Cream. She offered a few programs during Winter Break week, such as a Lego Challenge and Free Play.

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

President's Report – Ann Henderson

Ann shared what she learned from the Robert's Rules of Order webinar. She clarified that we don't need to debate/approve/adopt reports at our meetings. They are just presented. The only exception is the Annual Audit Report (or whatever time frame the audit occurs). Our next meeting will be April 15.

Building and Grounds Committee – No report.

Finance Committee – No report.

Fundraising Committee Report – Lucille Adorante

Lucille shared upcoming fundraising events. The next meeting will be March 20 at 4pm on Zoom. All are invited to attend.

Long Range Planning Committee – No report.

Nominating and Personnel Committee – No report.

Old Business – None.

New Business – None.

Guest Comments

Herb Jones from Wood, Etc., Inc. in Lakeland would like to donate to Maxwell Memorial Library, on behalf of his business, an oak bookcase with clear coat finish. The dimensions of the case are as follows: 76" (L) x 24 5/8" (W) x 52.5" (H). There are (4) compartments, each compartment has (2) adjustable shelves with room for 3 stacks of books. The adjustable shelves are approximately 11" deep. It is mobile on locking caster wheels.

The Board enthusiastically accepted this donation with thanks to Herb and Wood, Etc., Inc. Jennifer gave Herb her business card and will coordinate delivery with him.

President Ann Henderson adjourned the meeting at 7:00pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sally Kondziela". The signature is written in a cursive style with a large initial 'S'.

Sally Kondziela