

**Maxwell Memorial Library  
Board of Trustees Meeting Minutes  
April 15, 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

The minutes from March 18, 2024 are approved as published.

**Treasurer's Report – George Mango**

Statement of Financial Position as of March 31, 2024:

Total Assets:	\$307,405.48
Retained Earnings:	\$93,138.94
Net Revenue:	\$214,266.54
Total Equity:	\$307,405.48

**Director's Report – Jennifer Burke**

Jennifer shared March stats with the Board. Jenna Peyer, Library Clerk, resigned. She is working on filling that position. Volney Multiplex installed two more security cameras to our CCTV system. Usherwood delivered our new printers on March 20. Long Range Planning Committee is working on our five-year plan. Part of that process is hosting community focus groups to get input on how people view the library and its role. First one is scheduled for Saturday, April 20 at 11am. She attended the PLA Virtual Conference on April 3-5 and attended the Onondaga County Suburban Library Directors meeting on April 9 at Fairmount Community Library. Upcoming adult programs include Prepare to Care: Caregiving 101, Senator Mannion's Mobile Office Hours, Container Gardening, Vegetable Gardening, our three book clubs, Make It @ Maxwell, and Maxwell Matinee. The Rotating Art Exhibits by West Genesee Central School District Students are on display throughout the library on our bookcases.

## **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 started Little Fingers Meetup program for caregivers with young children. Maxwell participated in Neighborhood Forest, where children registered to receive a free tree. This free program teaches young people about the importance of environmental stewardship through the magic and wonder of planting a tree and watching it grow.

## **President's Report – Ann Henderson**

Our next meeting is May 20, 2024. Before the meeting, Ann took board members through a walk-through of the library building and grounds to look at any areas that may need future attention.

## **Building and Grounds Committee – Philip Grome**

Before our meeting this evening, the Board was able to walk through the property examining areas that need to be addressed. Future needs include new windows in the back half of the library. The main entrance, including the inner door, needs to be updated.

## **Finance Committee – George Mango**

At the time of the meeting, we hadn't received March financials, so we did a five-month comparison of expenses and income as compared to the budget, instead of a six-month comparison. We are on track with regards to spending. Upcoming library needs are building improvements.

## **Fundraising Committee Report – Lucille Adorante**

Lucille addressed upcoming fundraising opportunities the committee is pursuing. The requests for Bookplates has decreased; we need to increase awareness about this ongoing fundraiser. Cruisin' Cones is scheduled to be at the library on May 18, in conjunction with the Village Sidewalk Sale and the library book sale. Lucille is working on comparing donors from this year's Annual Appeal to last year and the areas we mail appeals to may be revised. She is looking for discussion and participation on future events.

## **Long Range Planning Committee – Ann Henderson**

Invitations were mailed out to community stakeholders to attend our community focus groups on April 20 at 11am, May 6 at 4:30pm, and May 6 at 5:30pm. Jenny will have a staff focus group on April 24 at 2pm as part of the staff meeting. There will also be a separate focus group for trustees. Our next meeting is June 4 at 2:30pm.

## **Nominating and Personnel Committee – Marcia Wickert**

Marcia would like another trustee on this committee. Their job will be to find potential trustees to fill the open position on the Board.

**Old Business** – None.

## **New Business**

Ann shared a thank you letter from Sleep in Heavenly Peace for our monetary donation to their organization.

## **Adjournment**

Philip Grome made a motion to adjourn the open meeting and enter executive session for the purpose of discussing the employment history of a particular person. George seconded. All in favor, motion carried.

The Board moved into executive session at 6:55pm.

At 7:08pm, Lucille Adorante made a motion to close the executive session and reconvene into open meeting. Phillip Grome seconded. All in favor, motion carried.

President Ann Henderson adjourned the meeting at 7:09pm.

Respectfully submitted,



Sally Kondziela, Secretary