

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
May 20, 2024**

Meeting called to order by President Ann Henderson at 6:01pm.

Attendees: Ann Henderson, President
George Mango, Treasurer
Lucille Adorante
Donna Breen
Phillip Grome
Allison Palermo-Record

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant

The minutes from April 15, 2024 are approved as published.

Treasurer's Report – George Mango

Statement of Financial Position as of April 30, 2024:

Total Assets:	\$277,618.04
Retained Earnings:	\$93,138.94
Net Revenue:	\$184,479.10
Total Equity:	\$277,618.04

We are on target to date with the budget. The Treasurer's Report is accepted as presented, subject to audit.

Director's Report – Jennifer Burke

Jennifer shared April stats with the Board. She hired Andrea Liberati as a Library Clerk. A staff member will be going out on medical leave for the summer, so to cover this position, she hired Sarah Fettig as a Library Clerk. Please welcome Andrea and Sarah to Maxwell!

She co-presented the workshop "Here We Go 'Round...the Director's Desk" at the YSS Conference in Clayton on April 19. She and Rena attended the CLRC workshop "Deaf Awareness with WHOLE ME" on April 26. She attended the OCPL Member Council meeting on May 7 where they discussed a proposal for a system-wide Library By Mail program.

We held three focus groups for the community to get feedback and information to assist in the strategic planning process. The Book Lover's Basket fundraiser finished on May

18. We drew the winner today and they were contacted. The basket brought in \$600. The Book Sale on May 18 was also very successful, bringing in \$543.

Upcoming programs for adults include Kitchen Remodeling 101, Invasive Plants, Natural Methods of Weed Control, Introduction to Gong Fu Cha: Basics of Chinese Tea, and Using AI Tools.

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. She offered special programs during Spring Break Week, including a Stuffed Animal Sleepover.

President's Report – Ann Henderson

Jenny's annual review was done. Marcia Wickert submitted a letter of resignation from the Board on May 13. We are losing a Board member, as well as an officer. George made a motion to nominate Donna Breen as Vice President. Allison Palermo-Record seconded. All in favor, motion carried. We need to think creatively about getting new trustees to serve on the board – "Are you interested in serving your community in a unique way?"

Our next meeting is June 17, 2024.

Fundraising Committee Report – Lucille Adorante

Lucille looked at the donors to this year's Annual Appeal. Donations came from District 7 (West Hill), Pioneer Farms, and Emann Drive area. She will likely focus our attention on those areas and expand the mailings. Our next meeting is May 23 at 4pm; Ann Henderson will attend this meeting.

Finance Committee – George Mango

Nothing to report.

Building and Grounds Committee – Philip Grome

The property survey was done. It will be staked in a week or so, and the map will be done after that. Phil is going to speak with a colleague about getting a Building Condition Survey done by an engineering company.

Long Range Planning Committee – Ann Henderson

We had our community focus groups on April 20 at 11am, May 6 at 4:30pm, and May 6 at 5:30pm. They weren't well attended, but we did get a lot of helpful suggestions and feedback. Our next meeting is June 4 at 2:30pm.

Nominating and Personnel Committee

Nothing to report.

Old Business – None.

New Business

Jenny got a phone call from West Genesee High School inquiring if we'd like to sponsor Game Day t-shirts. She thought no, but said she'd run it by the Board. Unfortunately, this isn't something we budgeted for, so we'll decline.

Jenny received an email from Amanda Perrine regarding the 2024-2030 Construction Aid Intent to Apply Form. She would like to apply for this to cover future building improvements that should be done within the next few years. The Board gave her their approval to complete the form.

President Ann Henderson facilitated the Focus Group for Trustees for our strategic planning process. We've now completed focus groups for the community, staff and trustees.

Adjournment

President Ann Henderson adjourned the meeting at 7:22pm.

Respectfully submitted,

Rena Brower, Library Assistant