

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
August 19, 2024**

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

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

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant
Daryl Zarpentine

The minutes from June 17, 2024 are approved as published.

Philip Grome made a motion to amend the agenda to move the Treasurer's Report for later in the meeting. Allison Palermo-Record seconded. All in favor, motion carried.

Treasurer's Report – George Mango

Statement of Financial Position as of July 31, 2024:

Total Assets:	\$199,623.90
Retained Earnings:	\$93,138.94
Net Revenue:	\$106,484.96
Total Equity:	\$199,623.90

The Treasurer's Report is accepted as presented, subject to audit.

Director's Report – Jennifer Burke

Jennifer shared July statistics with us. Circulation and foot traffic into the library have increased. We had 3,690 visitors into the library. Sarah Fettig's last day was August 10. She will stay on a substitute clerk and hopefully be able to cover during her school vacations. Linda Heller has returned from medical leave. Jennifer has attended many meetings for OCPL throughout the summer. LibCal software is live and going well. The Backpack Drive for MercyWorks was successful and they were able to provide each student at their Literacy Camp a new backpack filled with new books and school supplies.

Two landscaping companies have provided estimates for installing a drip strip from the break room to the north A/C unit along the building, as well as removing the hedge of trees and the big cedar tree. This will be discussed further at next week's Building & Grounds Committee meeting.

We did a lot of outreach this summer which was well attended, including Towpath Day at the Erie Canal Park. We saw 195 at our table! We also offered special programs for adults during the summer, such as the Chocolate Tasting & Appreciation Class

Youth Services Report – Melissa Lewandowski

Melissa continues to offer weekly storytime and other programs for children, as well as outreach storytimes at various preschools in the area. She hired a great line-up of summer entertainment in July that was well attended, as part of the Summer Reading Program.

President’s Report – Ann Henderson

Ann remarked on all we do at Maxwell; we are a “small, but mighty” resource in our community. She plans on scheduling meetings with the Village Mayor and Town Commissioner to introduce herself and increase awareness of our library. Any other board members who would like to join her are welcome. Stay tuned for dates and times. Our next meeting is September 16.

Fundraising Report – Lucille Adorante

The Bottle & Can Drive made \$426.70 on July 13. Donations can always be dropped off at the Retrieval Center; just let them know they are for the library.

Our next meeting will be Tuesday, August 27 at 4pm on Google Meet. We’ll be discussing fundraisers for the next fiscal year, including the Annual Appeal.

Finance Committee – George Mango

No report. Our next meeting is Wednesday, August 28 at 12:30pm.

Building and Grounds Committee – Philip Grome

No report. Our next meeting is Wednesday, August 28 at 12:30pm.

Long Range Planning Committee – Ann Henderson

Ann reviewed the draft Slides, which will be condensed into a one-page document for the public. We also started a draft Sheets, which will be an internal working document only. Our next meeting is Monday, September 9 at 2:00pm.

Nominating & Personnel Committee – Ann Henderson

The committee received a trustee application from Daryl Zarpentine, who is our guest tonight. It’s their recommendation to accept his application. They also received another application at tonight’s meeting, so Ann will send that to everyone for review in the next week.

Old Business

None.

New Business

George Mango made a motion to accept the nomination of Daryl Zarpentine as a new board member, filling Marcia's unexpired term. Philip Grome seconded. All in favor, motion carried.

Jennifer shared quotes that Jerry Lewis got from two landscaping companies that can install the drip strip and remove the trees – CJ Donovan Company and Lynch's Landscaping. After some discussion, the priority is the drip strip and getting the basement dried out. We'll hold off on the trees. George Mango made a motion that Bill Lynch install the drip strip from the break room part of the building to the north A/C unit for \$4,500. Allison Palermo-Record seconded. All in favor, motion carried.

Jennifer shared information about the New York Library Association's Annual Conference, which is November 6-9 at the OnCenter in Syracuse, NY. Friday, November 8 seems to have the most sessions that would be of interest to library trustees. Please let her know if you'd like to attend. Early Bird Registration ends September 1.

Adjournment

President Ann Henderson adjourned the meeting at 7:34pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sally Kondziela". The signature is written in a cursive style.

Sally Kondziela, Secretary