

**Maxwell Memorial Library  
Board of Trustees Annual Meeting Minutes  
October 21, 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  
Allison Palermo-Record  
Daryl Zarpentine

Visitors: Jennifer Burke, Director  
Rena Brower, Library Assistant  
Caitlin Lindquist

Minutes from October 16, 2023 were reported. Donna Breen made a motion to approve the minutes as written. Daryl Zarpentine seconded the motion. All in favor, motion carried.

**Treasurer's Report – George Mango**

George presented the year-end financials of October 1, 2023 – September 30, 2024. Allison Palermo-Record made a motion to approve the year-end financials. Donna Breen seconded the motion. All in favor, motion carried.

**Director's Report – Jennifer Burke**

Jennifer presented her report for yearly activities during October 1, 2023 – September 30, 2024. Highlights include establishing new partnerships with Sleep in Heavenly Peace and St. Joseph's Food Pantry; switching cleaning companies to DMG Cleaning; renewing our Usherwood contract; submitting our 2023 Annual Report to New York State; submitting our 4% budget referendum increase to the school district and it passed in May; coordinating the filing of our Form 990 with our accountant; hiring three new staff members; co-presenting a program at YSS Spring Conference in Clayton on April 19; worked with Long-Range Planning Committee on our strategic plan for 2025-2029; worked with Fundraising Committee to plan Salt City Coffee sales, Annual Appeal, Tree of Gift Cards, Bottle Drive and other fundraising efforts; worked with Building & Grounds Committee to get updated property survey and discuss future improvements; worked with Finance Committee to prepare the library budget for FY 2024-2025; submitted application for State Aid for Library Construction; attended various meetings, trainings and workshops throughout the year; increased outreach in the community; and explored new programming opportunities for adults and youth.

Daryl Zarpentine made a motion to approve the yearly Director's Report. Allison Palermo-Record seconded the motion. All in favor, motion carried.

**President's Report – Ann Henderson**

Ann thanked the Board for their hard work throughout the year. She thanked the staff for everything they do. They play a big role in all the great things happening in our library. Ann

acknowledged the growth we are seeing at Maxwell. We have added three new trustees this year. The loss of our Friends group is difficult.

Daryl Zarpentine made a motion to adjourn the meeting. Donna Breen seconded the motion. All in favor, motion carried.

President Ann Henderson adjourned the annual meeting at 6:23pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sally Kondziela".

Sally Kondziela, Secretary

DRAFT