

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
September 16, 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
Daryl Zarpentine

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant

The minutes from August 19, 2024 are approved as published.

Treasurer's Report – George Mango

Statement of Financial Position as of August 31, 2024:

Total Assets:	\$160,316.68
Retained Earnings:	\$93,138.94
Net Revenue:	\$67,177.74
Total Liabilities and Equity:	\$160,316.68

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

Director's Report – Jennifer Burke

I worked on the draft budget for 2024-2025. A copy was sent to all Trustees for discussion and vote under New Business.

I applied for State Aid for Library Construction; the application was due to OCPL by September 4. A copy was sent to all Trustees for discussion and vote under New Business.

I attended the OCPL System Retreat at Arrowhead Lodge in Brewerton on September 10.

I will be on vacation September 23 – October 4. However, I will be working September 28 and October 1 due to planned programs and a required meeting.

The drip edge was installed on the side of the building. This allows run-off to go away from the foundation, ensuring the basement remains dry. Herrtronic performed our annual fire system inspection on September 12 and the system is in normal condition. Michael installed new lightbulbs in the ceiling fixtures in the Children's Area and what a difference the white light makes!

We had 58 participants in our Summer Reading Program for adults – a 35% increase from last year. English Conversation Group will continue this fall. Upstate's Mobile Mammography Van

was here on September 4, and they had the highest attendance in the year's we've hosted the van. We continue our regular programs for adults this month. This month's art exhibit is Landscape Paintings by Michael Field.

Youth Services Report – Melissa Lewandowski

Melissa continues weekly storytimes and other programs for children. The Summer Reading Program for children and teens was very successful. Many new families visited the library in August. Special programs in August included Jeff the Magic Man, which 95 people attended, and Dan the Snakeman, which brought in 189 people! These were very popular programs.

President's Report – Ann Henderson

I haven't had a chance to schedule a meeting with the Mayor and Town officials, but I plan to do that soon. Any other Trustees who'd like to be part of this conversation are welcome. I also plan on attending various library programs to familiarize myself and see our programs in action.

Our next meeting is Monday, October 21 at 6:00pm. This is our Annual Meeting followed by our regular monthly meeting.

Fundraising Committee – Lucille Adorante

The book sale in July netted \$873. The Bottle & Can Drive in July totaled \$426.70. Library bookplates are an ongoing fundraiser; sales are slow, but we're planning to advertise this during special holidays.

Per the July 31, 2024 budget sheet, fundraising has raised \$12,251.73.

Upcoming fall events will be the Coffee Fundraiser featuring Salt City Coffee and our Annual Appeal.

The committee also discussed taking over the long-running Geranium Sale the Friends used to offer. We need to figure out pricing and logistics; having plenty of volunteers is a concern.

Finance Committee – George Mango

We worked on the draft budget for 2024-2025 which will be discussed under New Business.

Building and Grounds Committee – Philip Grome

The building survey is complete. We plan on meeting with the new owner next door once the paperwork on the sale of the property is closed. The drip strip is installed and working very well. We're planning on removing the row of trees and large cedar.

Long Range Planning Committee – Ann Henderson

The draft of the internal working document was presented. Our goals are to better align our space, programs and services with the needs of our patrons and staff for the general operation of our library. One of the goals is providing notary services to the public. Discussion followed.

Nominating and Personnel Committee – Ann Henderson

We currently have three applications for new Trustees. I've reached out to the first applicant and will invite them to attend one of our meetings. The other two applications came in very recently; I will contact the applicants and invite them to a meeting.

Old Business

We got an estimate from Treelanders for removing the trees:

Cut, haul and grind stumps of row of trees	\$700
Cut and haul cedar tree	\$500
Total	\$1,200

Philip Grome made a motion to accept the estimate from Treelanders and proceed with scheduling the work with them. Donna Breen seconded. All in favor, motion carried.

New Business

1. Jennifer presented the application for State Aid for Library Construction. She is asking for \$120,000 to upgrade the front entrance, install a new boiler, upgrade the basement entryway/landing including the storage closet, install offset lighting in the children's area, and install new casement windows in the back of the library. If the State approves it, we'd receive funds in fall 2025 and work would commence then. In the past, funding was 75% state aid, 25% library matching funds. The new law is 90% state aid, 10% library share.

George Mango made a motion to accept the application for State Aid for Library Construction with the stipulation of the 90%/10% ratio. Donna Breen seconded. All in favor, motion carried.

2. The draft budget for 2024-2025 was presented.

George Mango made a motion to approve the budget as presented. Philip Grome seconded. All in favor, motion carried.

3. Jennifer announced we're having a Flash Book Sale on October 11-12. We need volunteers to help set up on Thursday, October 10 and work the sale both days. She will email a schedule. Please let her know if you can sign up to volunteer for a shift.

Respectfully submitted,



Sally Kondziela, Secretary