

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
October 21, 2024**

Meeting called to order by President Ann Henderson at 6:23pm.

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

Donna Breen made a correction to the Nominating and Personnel Committee Report. The sentence should read: "The other two applications came in very recently; I will contact the applicants and invite them to a meeting."

The minutes from September 16, 2024 are approved with this correction as published.

Treasurer's Report – George Mango

Statement of Financial Position as of September 30, 2024:

Total Assets:	\$126,523.88
Retained Earnings:	\$95,081.24
Net Revenue:	\$31,442.64
Total Equity:	\$126,523.88

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

Director's Report – Jennifer Burke

We have upgraded some of our technology. Phones were switched to Verizon. We installed a new ONT for our FiOS service. We purchased equipment from Ubiquity, allowing us to monitor our wireless usage and get accurate figures. I attended several meetings, including the Suburban Member Directors meeting. The Fundraising Committee is halfway through Salt City Coffee orders. I have renewed D&O Insurance for next year.

In building and grounds news, the honeysuckle bush on the north side of the parking lot was removed. I signed the contract with Treelanders to get the row of trees and large cedar removed. I met with TDK Engineering regarding the backflow prevention device.

In outreach news, we tabled at The Business Expo sponsored by the Greater Camillus Chamber of Commerce. I resumed my visits to the Canal. We participated in the Pumpkin Walk at East Hill Elementary School.

The Flash Book Sale on October 11-12 was successful and netted \$563.

Youth Services Report – Melissa Lewandowski

Melissa continues weekly storytimes and other programs for children and teens. Tuesday Kids Crafts continues to be popular with 108 participants. Lego Club had 55 participants. Little Fingers Meetup had 34 participants this month.

President's Report – Ann Henderson

Officers for 2024-2025:

President – Ann Henderson
Vice President – Donna Breen
Treasurer – George Mango
Secretary – Sally Kondziela

Allison Palermo-Record made a motion to accept the Officers for next year. Daryl Zarpentine seconded the motion. All in favor, motion carried.

Ann attended the Trustee Meet and Greet at Onondaga Free Library which included a presentation on AI. The NYLA Annual Conference is coming up on November 8 in Syracuse at the OnCenter and attendees will report on it at the November meeting.

Our next meeting is November 18 at 6:00pm.

Fundraising Committee – Lucille Adorante

Lucille has begun working on the Annual Appeal. Barb has contacted the Friends and had a positive conversation about their experience with the geranium sale, so the committee will pursue this fundraiser for 2025. Megan will finalize the Annual Appeal letter and send it to the committee for suggestions and approval. The Tree of Gift Cards will start in late November with donations from local Camillus businesses.

Our next meeting will be November 5 at 3:00pm on Google Meet.

Finance Committee – George Mango

George received information from KeyBank about a short-term liquid bond account. This would be used for the monies received from the IRS for Employee Retention Tax Credits (ERTC) from 2021 during the pandemic. It is his recommendation that \$33,094.91 be deposited into this account at a 5.27% interest rate. Discussion followed.

Allison Palermo-Record made a motion that Maxwell Memorial Library open a short-term liquid bond account with KeyBank currently at 5.27% interest with \$33,094.91 received from the ERTC payments. Daryl Zarpentine seconded the motion. All in favor, motion carried.

Daryl Zarpentine made a motion to deposit $\frac{1}{4}$ of the funds received from West Genesee School District into a savings account with KeyBank currently at 4.00% interest; the remainder will go into a short-term liquid bond account at KeyBank currently at 5.27% interest. Donna Breen seconded the motion. All in favor, motion carried.

Building and Grounds Committee – Philip Grome

No report.

Long-Range Planning Committee – Ann Henderson

We are meeting on November 14 to go over the draft 2025-2029 Strategic Plan which will be presented to the Board on November 18 for approval.

Nominating and Personnel Committee – Ann Henderson

The committee received trustee applications and will discuss further.

Old Business

TDK Engineering is working on the planning for the Backflow Prevention Device, required by OCWA. It is a slow process but is ongoing. George suggested that an exit map would be a good idea for emergencies.

Ann discussed AI usage on our computers and within the library. Jennifer will look into PC reservation software for the public computers.

New Business

Jennifer discussed having the gutters cleared and cleaned out after the trees are removed. She will research companies and get quotes.

Guest Comments

None.

Donna Breen made a motion to move into Executive Session for the purpose of discussing the employment history of a particular person. Daryl Zarpentine seconded the motion. All in favor, motion carried. The Board moved into Executive Session at 7:35pm. They invited Jennifer and Rena to stay in the meeting

Allison Palermo-Record made a motion to adjourn from the Executive Session and return to the regular meeting. Donna Breen seconded the motion. All in favor, motion carried. The Board returned to the regular meeting at 7:45pm.

The Nominating and Personnel Committee recommend the Board accepts Caitlin Lindquist and Nancy Davidson as new trustees. Their three-year terms would be January 2025 – December 2027.

Allison Palermo-Record made a motion to appoint these candidates as trustees. George Mango seconded the motion. All in favor, motion carried.

President Ann Henderson adjourned the meeting at 7:50pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sally Kondziela". The signature is written in a cursive style with a large initial 'S'.

Sally Kondziela