

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
November 18, 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
Daryl Zarpentine

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant
Nancy Davidson
Cynthia Drake

The minutes from October 21, 2024 are accepted as published.

Treasurer's Report – George Mango

Statement of Financial Position as of October 31, 2024:

Total Assets:	\$490,931.88
Retained Earnings:	\$126,523.88
Net Revenue:	\$364,408.00
Total Liabilities and Equity:	\$490,931.88

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

Director's Report – Jennifer Burke

OCPL upgraded to a newer version of Polaris, our ILS. The upgrade was seamless. We purchased a new TV and soundbar for the Community Room. I met with Michael Marciniak of EnvisionWare to get information about their PC Reservation software. I will present the quote under New Business. I attended the NYLA Annual Conference at the OnCenter in Syracuse on November 6-9. There were some great programs and I got a lot of helpful information! Treelanders removed the row of trees and the large cedar on October 31; the stumps were ground on November 1. We had a great outreach event at St. Joseph's Church Trunk or Treat & Harvest Fest on October 27 – 225 people visited our car! We held our annual Halloween celebration, Mischief at Maxwell, on October 28 with a record-breaking attendance of 81 people! Our regular, monthly programs for adults continue.

Youth Services Report – Melissa Lewandowski

Melissa continues to offer weekly storytime on Wednesdays. She also continues to offer weekly and monthly programs for children and teens, such as Lego Club, Tuesday Crafts and Teen Make & Take Craft. She also continues outreach storytimes to various preschools in the area.

President’s Report – Ann Henderson

Four trustees attended the NYLA Annual Conference on November 8. They reported on the programs attended and takeaways from what they learned. There was discussion from all of them in regards to assessing our own endeavors here at Maxwell. They mentioned a long-range goal is to recruit volunteers to help fill the needs of the library, particularly with the absence of the Friends. Community outreach was also discussed as a way for the Board to be involved, as well as volunteers.

It was suggested that for future meetings, the Youth Services Report be included in the report of the Director.

Our next meeting is Monday, January 27, 2025 at 6:00pm.

Fundraising Committee – Lucille Adorante

The coffee fundraiser went well! We sold 98 bags of Salt City Coffee and the library made a profit of \$563.50, an increase from last year. The Annual Appeal letter was printed and mailed to 2,888 addresses. The cost for printing was \$981.20; the cost for postage was \$515.86. They should be arriving in the mail this week. We investigated the Geranium Sale the Friends used to coordinate and we decided to pursue it for Spring 2025. We’ll follow the format the Friends used. Our next meeting is December 3 at 3:15pm.

Finance Committee – George Mango

At last month’s Board meeting, the Board discussed and voted on opening a short-term investment bond account and depositing \$39,253.58 received from the Employee Retention Tax Credits from the IRS during COVID. The Board also voted on depositing ¼ of the \$396,707 received from the school district into a savings account and the remainder would be deposited into the short-term investment bond account.

WGCDs Levy for FY 24/25 is \$396,707
 $\$396,707 / 4 = \$99,176.75$
 $\$99,176.75 \times 3 = \$297,530.25$

$\$297,530.25 + \$39,253.58 = \$336,783.83$ (Total amount deposited into investment bond)

Savings Balance as of 11/17/24: \$432,403.15
After bond deduction: -\$336,783.83
Total: \$95,619.32

Checking Balance as of 11/17/24: \$27,442.64

Total Funds in Both Accounts: \$123,061.96

Building and Grounds Committee – Philip Grome

The row of trees has been removed. Jennifer is looking into quotes for gutter cleanout.

Long-Range Planning Committee – Ann Henderson

The committee finalized the 2025-2029 Strategic Plan which needs to be voted on by the Board. Jennifer presented the public facing document that will be posted on our website. She did a magnificent job taking everything the committee discussed and adding it to this presentation.

Philip Grome made a motion to approve the 2025-2029 Strategic Plan. Lucille Adorante seconded the motion. All in favor, motion carried.

Nominating and Personnel Committee – Ann Henderson

Ann introduced Nancy Davidson, our new trustee. Nancy will begin her term in January 2025.

Old Business

We discussed building and grounds maintenance earlier in the meeting. Jennifer is hoping to get the gutters cleaned before winter.

Jennifer verified all trustees have completed their mandated trustee education requirements for 2024.

There was discussion of preparation for the Holiday Party at Maxwell on Sunday, December 8. Sally will contact everyone with what food and/or desserts they are bringing. Preparation and set-up will be on Saturday, December 7 at 2:30pm.

New Business

Jennifer provided information on the cost of EnvisionWare software for Public PC Management / Print / Mobile Print. The EnvisionWare Reservation Service costs \$960. The EnvisionWare Small Library Edition annual subscription is \$1,095 totaling \$2,250. There is a one-time flat rate professional services which provides consultation, planning, installation, training and post-installation review at a fixed price of \$2,250. The total cost this year would be \$4,305.

Allison Palermo-Record made a motion to approve this purchase. Donna Breen seconded. All in favor, motion carried.

Guest Comments

Nancy commented her first meeting gave her a lot to digest and she found it enlightening how diverse we are.

President Ann Henderson adjourned the meeting at 7:37pm.

Respectfully submitted,



Sally Kondziela