

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
January 27, 2025**

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
Nancy Davidson
Philip Grome
Allison Palermo-Record

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant

The minutes from November 18, 2024 are accepted as published.

Treasurer’s Report – George Mango

Statement of Financial Position as of December 31, 2024:

Total Assets:	\$473,089.65
Retained Earnings:	\$124,483.22
Net Revenue:	\$348,606.43
Total Liabilities and Equity:	\$473,089.65

The financial position was presented to the Board. Discussion followed regarding the format of the P&L report. George will follow-up with John Petosa. The Treasurer’s Report is accepted as presented, subject to audit.

Director’s Report – Jennifer Burke

Jennifer gave the Board detailed information regarding December 2024 statistics. Yearly evaluations have been completed with all staff. Dominic Zaffino, a MSIS student at SU’s iSchool, will be interning with us this semester. He will be working on Fridays. Jennifer attended many meetings and webinars, including the Fundraising Committee, Finance Committee, and Building & Grounds Committee. The one issue with the annual fire inspection was resolved and we have been given the all clear. A new roof rake was purchased to remove snow off the entryway roof. We continue to visit the Camillus Erie Canal Park for our “Maxwell at the Canal” programming. Monthly programming for adults continues. We are hosting a six-part Diabetes Self-Management Program presented by Onondaga County Office for the Aging starting in February. Take Your Child to the Library Day is February 1 and we have fun things planned throughout the day. Melissa continues weekly programs for children, including storytime, Lego Club and Tuesday Crafts. She also continues her monthly Teen Make & Take Craft. She is having a Frozen Party for ages 3-12 on February 9. She continues outreach storytimes at various preschools in the area (Partners in Parenting, K2 Center, and Our Community Preschool) as well as Stories and Sundaes at Charlee’s Ice Cream.

President's Report – Ann Henderson

Ann discussed the webinars she attended. It was determined our Board needs policies in place to identify functions pertaining to the responsibilities of the Board. Updating policies is a priority for this year.

Ann finalized appointing trustees to committees:

Board Committees 2025

Nominating & Personnel

Ann Henderson, Chair
Donna Breen
Allison Palermo-Record

Finance

George Mango, Chair
Nancy Davidson
Phil Grome
Ann Henderson
Daryl Zarpentine

Building & Grounds

Phil Grome, Chair
Ann Henderson
George Mango

Fundraising

Lucille Adorante, Chair
Donna Breen
Sally Kondziela
Megan Glass, ex-officio
Barb Parsons, ex-officio

Long-Range Planning, Policies and By-Laws

Ann Henderson, Chair
George Mango
Allison Palermo-Record
Daryl Zarpentine
Cynthia Drake, ex-officio
Policies and By-Laws part of committee:
Nancy Davidson
Phil Grome

Philip Grome made a motion to approve the 2025 Committee roster. Allison Palermo-Record seconded the motion. All in favor, motion carried.

Our next meeting is Tuesday, February 18, 2025 at 6:00pm.

Fundraising Committee – Donna Breen

The Annual Appeal has received 93 donations totaling \$6,724. The Tree of Gifts fundraiser made \$1,720, \$300 less than last year. Barb Parsons got information from Red Robin about their Spirit Nights, which gives 20% of all profits from one day to a nonprofit. This is something we will pursue. The Geranium Sale in May is a go. Bradtke Greenhouses agreed upon the same pricing as 2023 when the Friends' last did this sale. The committee will need ALL trustees to participate in this fundraiser, as it is very hands-on with setup and pickup. Donna discussed the timeline of this fundraiser. Our next meeting is February 10 at 3:30pm via Google Meet.

Finance Committee – George Mango

No report. We met to discuss this year's referendum for inclusion in the West Genesee Central School District's budget vote in May. To be discussed under New Business.

Building and Grounds Committee – Philip Grome

Updates on the building and property include snow and ice build-up on the roof, which is causing icy spots on the end of the handicapped ramp. The roof above the library entrance was raked a bit. We need to evaluate the gutters in the Spring and plan for roof raking in the future.

Landscaping on west side of the building will need work in Spring. A rescue window in the back of building near the Director's Office is suggested. The side of the building has no emergency exits. We're waiting to hear about the construction grant in August/September.

Long-Range Planning Committee – Ann Henderson

No report.

Old Business

None.

New Business

Jennifer presented the Annual Report to the Community for 2024 to the Board. Instead of a formal report, she made an infographic with important statistics that highlight what Maxwell has accomplished this year. This will be put on our website and copies will be available at the front desk.

Philip Grome made a motion to accept the 2024 Annual Report to the Community. Allison Palermo-Record seconded. All in favor, motion carried.

The Finance Committee's recommendation for the West Genesee Central School District's budget referendum is a 4% tax levy increase for our 2025-2026 budget. This was discussed. Last year we asked for a 4% increase. Philip Grome made a motion for the following resolution:

Whereas, the adoption of the 2025-2026 budget for the Maxwell Memorial Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Maxwell Memorial Library voted and approved to exceed the tax levy limit for 2025-2026 by at least the sixty percent of the board of trustees as required by state law on January 27, 2025.

Donna Breen seconded the motion. Motion passed unanimously.

President Ann Henderson adjourned the meeting at 7:29pm.

Respectfully submitted,

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

Sally Kondziela