

**Maxwell Memorial Library  
Board of Trustees Meeting Minutes  
February 18, 2025**

Meeting called to order by President Ann Henderson at 6:01pm.

Attendees: Ann Henderson, President  
Donna Breen, Vice President  
George Mango, Treasurer  
Sally Kondziela, Secretary  
Nancy Davidson  
Allison Palermo-Record

Visitors: Jennifer Burke, Director  
Rena Brower, Library Assistant

The minutes from January 27, 2025 are accepted as published.

**Treasurer's Report – George Mango**

Statement of Financial Position as of January 31, 2025:

Total Assets:	\$432,907.23
Retained Earnings:	\$125,409.20
Net Revenue:	\$307,498.03
Total Liabilities and Equity:	\$432,907.23

The financial position was presented to the Board. The Statement of Activity was presented and discussed. The Treasurer's Report is accepted as presented, subject to audit.

**Director's Report – Jennifer Burke**

Jennifer submitted our referendum proposition letter to Christine DeMass on February 4 for inclusion in the West Genesee Central School District's budget vote. Envisionware was installed on February 10. She is working on the Annual Report for New York State. Dominic, our intern from the iSchool, is still working on collection management, particularly our Substance Abuse collection. Jennifer has attended many meetings and plans to have monthly programming meetings with staff to organize and plan library events. A patron slipped and fell at the end of the handicapped ramp; an incident report was filed, and the patron is fine. Ice and water drip from the roof onto that area and it is still problematic. We purchased an ice scraper and ice melt and staff have been instructed to apply it throughout the day. Melissa continues storytimes at local preschools, as well as "Stories and Sundaes" at Charlee's Ice Cream. She also continues weekly programs for children and her monthly teen craft. Adult programming continues with three book clubs, Maxwell Matinees, Cribbage and More, DIY Greeting Cards and Make It @ Maxwell.

**President's Report – Ann Henderson**

Ann encouraged the Board to attend "Unlearning & Reframing Disability Toward a More Inclusive Mindset" on Monday, March 24 at 5pm at the library. The presenter is William Myhill,

Director of Disability Access & ADA Coordinator in the Office of Diversity & Inclusion at Syracuse University. This would be good for trustee training.

She mentioned the Oreo Cookie Taste Test on March 3 at 4-6pm sounds like fun.

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

### **Fundraising Committee – Donna Breen**

The committee discussed the Annual Appeal. We were disappointed it didn't generate as much as last year, but there are other factors as to why it was less. We are looking into figuring out what we can do differently next year. One thing is to send it out by the end of October so it doesn't conflict with the holidays.

We're planning a Spirit Night at Red Robin sometime in the summer. The Board was supportive of this. No date set yet and we have to do the application, so more information to come.

Plans for the Geranium Sale are in full swing. The committee is concerned about having enough volunteers, so we need help from each trustee on the day of pick-up. We're also trying to figure out publicity. Allison asked if flyers could be made for distribution in different neighborhoods. Order forms will be given out at the March 18 Board Meeting for trustees to help promote the sale. Sales officially begin on March 24 and that's when we'll open the online Google Form. Our next meeting will be Wednesday, March 19 at 10:30am.

### **Finance Committee – George Mango**

No report. The next meeting will be Wednesday, April 16 at 2pm.

### **Building and Grounds Committee – Philip Grome**

No report.

### **Long-Range Planning Committee – Ann Henderson**

No report. The next meeting will be Thursday, February 27 at 1:30pm.

### **Nominating and Personnel Committee – Ann Henderson**

There will be meetings in March and April to discuss the Director's Annual Review. Meeting dates will be determined at the March board meeting.

### **Old Business**

None.

### **New Business**

Jennifer previously emailed the Board on February 10, 2025 about needing to purchase a firmware update for the Jamex vending device in the amount of \$805. This firmware update was necessary for the Jamex machine to work with Envisionware software and our public printer to

enable patrons to release their print jobs and pay for them. The Board gave her permission to purchase.

George Mango made a motion to approve the purchase of the Jamex firmware update in the amount of \$805. Allison Palermo-Record seconded. All in favor, motion carried.

### **Guest Comments**

None.

President Ann Henderson adjourned the meeting at 7:02pm.

Respectfully submitted,



Sally Kondziela

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