

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
March 18, 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
Caitlin Lindquist

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant

The minutes from February 18, 2025 are accepted as published.

Philip Grome made a motion to move the Treasurer's Report after the President's Report on the agenda. Caitlin Lindquist seconded. All in favor, motion carried.

Director's Report – Jennifer Burke

Jennifer announced that Amanda Perrine is the new Executive Director of Onondaga County Public Library System. She completed our 2024 Annual Report for New York State. John Petosa e-filed our ST-101 New York State and Local Sales and Use Tax Return on March 12. We received \$10,000 from the NYS Senate for 2024-2025 Special Legislative Project Funding. Rena applied for a \$2,000 CLRC Catalyst Grant to create a Memory Care Collection. A Library Clerk resigned from her position. Jennifer is in the process of conducting interviews. She has attended many meetings and webinars this month. She attended the Long-Range Planning Committee meeting, where they focused on current library policies, and what is recommended in the Handbook for Library Trustees. She attended the OCPL Member Council meeting at Marcellus Free Library on March 4. National Grid conducted a natural gas service line inspection on March 14. 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

Sally will not be available for our next meeting in April so we will need someone to take minutes at that meeting. Additionally, Sally has asked to step back from her position as Secretary of the Board. I would like to ask everyone who is not already an officer to consider stepping forward for that position. Let Ann know if you have any questions.

Ann spoke in response to the concerns of President Trump's March 14 Executive Order intending to dismantle the only federal agency dedicated to funding library services, the Institute of Museum and Library Services (IMLS). We will look for information from OCPL and NYS. Jenny will pass along information to all trustees.

Ann will discuss other updates during the committee reports.

Our next meeting is Monday, April 21, 2025 at 6:00pm.

Treasurer’s Report – George Mango

Statement of Financial Position as of February 28, 2025:

Total Assets:	\$416,992.11
Retained Earnings:	\$127,579.07
Net Revenue:	\$289,413.04
Total Liabilities and Equity:	\$416,992.11

The report on the Financial Position was accepted as written.

Fundraising Committee – Donna Breen

Donna shared the flyer for the Geranium Sale is ready. Some were distributed this evening to trustees. Jennifer confirmed we have a date set for Red Robin Spirit Nite. This will be discussed at our next meeting, which is 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

Our by-laws need to be reviewed and updated. The committee plans on working on our by-laws this year. We looked at current library policies and plan on working on reviewing and updating them this year, too. Jenny created a Sheets with all our policies, original dates and when they were last reviewed for easy reference.

Nominating and Personnel Committee – Ann Henderson

The committee is meeting on Friday, March 21 at 3:30pm to begin Jennifer’s yearly evaluation.

Old Business

None.

New Business

Jennifer presented the 2024 Annual Report to the Board and reviewed all its contents and sections. Donna Breen made a motion to approve the 2024 Annual Report. Caitlin Lindquist seconded. All in favor, motion carried.

Jennifer presented an updated Photo Policy to the Board and discussion followed. Philip Grome made a motion to accept the revisions to this policy. George Mango seconded. All in favor, with one opposition, motion carried.

Jennifer presented the Unattended Children's Policy for review. No updates were made to the current policy, except formatting. Caitlin Lindquist made a motion to accept the policy as written. Nancy Davidson seconded. All in favor, motion carried.

Jennifer presented the Vulnerable Adults Policy, which is a new policy, for review. Discussion followed. One edit was made. Donna Breen made a motion to accept this policy. Philip Grome seconded. All in favor, motion carried.

Ann presented the Board with updates to the committees. Caitlin would like to be on the Building and Grounds Committee, as well as the Finance Committee. She would also like to be on the Nominating and Personnel Committee. Philip Grome made a motion to accept these committee updates. George Mango seconded. All in favor, motion carried.

Jennifer discussed the open Library Clerk position and the interview process. There are two great candidates, but only one position. Adding staffing is part of our Strategic Plan, but not something she budgeted for in this fiscal year. She is proposing to add a second Library Clerk to payroll at either 24 hours/pay period or 30 hours/pay period. An additional staff member will help with coverage when staff call out, and then we wouldn't be paying an additional substitute. This person wouldn't necessarily be on the desk and would be available to help with outreach, processing, and other projects.

George Mango made a motion to approve an additional Library Clerk for 24 hours/pay period. Caitlin Lindquist seconded the motion. All in favor, motion carried.

Guest Comments

None.

President Ann Henderson adjourned the meeting at 7:33pm.

Respectfully submitted,



Sally Kondziela