

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
June 16, 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
Caitlin Lindquist, Acting Secretary
Lucille Adorante
Nancy Davidson
Allison Palermo-Record
Daryl Zarpentine

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant

The minutes from May 19, 2025 are accepted as published.

Treasurer's Report – George Mango

Statement of Financial Position as of May 31, 2025:

Investments:	\$52,189.30
KeyBank Checking:	\$12,318.08
KeyBank Savings:	\$45,259.87
Pershing Brokerage:	\$209,712.77
Total Assets:	\$319,480.02
Retained Earnings:	\$126,646.89
Net Income:	\$192,833.13
Total Liabilities and Equity:	\$319,480.02

We generally use around \$33,000 per month. There is about \$160,000 left for the rest of the year, which should suffice.

Dividends are paid out quarterly; in the bigger account it is about \$7,000, and the short term is about \$2,000.

The Statement of Activity comparing 10/1/2023-5/31/2024 vs. 10/1/2024-5/31/2025 is comparable.

We received \$10,000 from Senator John Mannion during his term before moving to Congress.

Cost of goods sold clarified as things bought for the library.

We got money back from the insurance company.

Everything is relatively comparable to the year prior financially.

The report on the Financial Position was accepted as written, subject to audit.

Director's Report – Jennifer Burke

Rena received a CLRC Catalyst Grant to create a Memory Care Collection for seniors dealing with dementia-related diseases. This collection will be kits containing puzzles, sudoku, etc.

Micky did a great presentation for OCPL staff on using social media to promote library programming and services.

The work on the mural is continuing.

We will be instituting a \$20+ fine hold. If a patron accrues more than \$20 in fines, there will be a hold on borrowing. We'll discuss and vote on this in New Business.

There are three upcoming fundraisers this July (Red Robin Spirit night, Summer Reading Tote Bag drawing, and a Can & Bottle Drive).

There are beautiful new flowers out front. All agreed that they look lovely.

Salt City Mows will be reimbursing us. AP Lawn & Landscaping has been hired. They will handle routine maintenance as well as special landscaping projects.

I got three quotes from various roofing companies concerning repairing the roof leak. We will discuss this under New Business.

We continue regular monthly adult programming. Pete is holding an Ethics in AI on Saturday. Summer Reading Programs for children, teens and adults begins June 30. We're working with SUNY ESF on a Summer Science Corps "camp" July 28 – August 1. We've scheduled an Internet Safety Program for teens. We are having weekly craft programs for all ages based on the "Color Our World" summer reading theme.

The Director's Report is accepted as presented.

President's Report – Ann Henderson

The West Genesee School budget vote, including our library referendum, has passed.

We continued our discussion about ICE and law enforcement officers in the library. Ann needs to research minimum vs. maximum cooperation. ICE's 287(g) program authorizes local police to do certain immigration activities, but this is not currently authorized in CNY or Camillus. We do want to be in agreement with Fairmount Community Library, as we share the same community. We want to avoid dividing the community. The goal is to create a policy to protect our community.

There is no meeting in July. Our next meeting is Monday, August 18, 2025 at 6:00pm.

Fundraising Committee – Lucille Adorante

We will be selling tickets for the Summer Reading is a Blast Tote Bags starting now. The drawing will be on July 28.

A thank you letter was written and sent to Bradtke Greenhouses. The profit from the geranium sale is \$1,448.

Additional fundraisers include the July 10th Red Robin Spirit Night and the July 19th Bottle & Can Drive

No fundraising is scheduled for August, and we're pretty much done for the rest of the fiscal year. The next meeting is August 6, 2025 at 10:30am.

Finance Committee – George Mango

No report. Our next meeting is Thursday, July 24 at 1:00pm at the library.

Building and Grounds Committee – Philip Grome (presented by Jennifer Burke)

Jennifer contacted three roofing companies to get quotes for replacing the roof that is damaged: Diamond Roofing, CMW Exteriors, and Top Tier Roofing, per Phil's recommendation.

Roofing quotes: Diamond: \$45K
 CMW: \$21K
 Top Tier: \$7.4K

Diamond priced themselves out of the running. An issue of concern: Top Tier offers three free plywood and charges \$60/piece after; CMW offers five free pieces and charges \$75/piece after.

Allison Palermo-Record made a motion to contract with Top Tier Roofing to accept the quote for the outlined replacement areas as detailed in the quote dated June 5, 2025. George Mango seconded. All in favor, none opposed, motion passed.

Long-Range Planning Committee – Ann Henderson

We met on June 3. Jenny is working on the internal working plan for the strategic plan. There was a discussion about adding a goal to the approved strategic plan. We will discuss this under New Business.

Evaluation of the Board will be discussed in September. We also need to discuss a policy on board maintenance.

Nominating and Personnel Committee – Ann Henderson

No report.

Old Business

George made a motion to add a goal to the already approved Strategic Plan to strengthen the capital reserve fund to support building maintenance and future construction. Daryl Zarpentine seconded. All in favor, none opposed, motion passed.

New Business

Jenny updated our Circulation of Materials Policy to raise the fee limit to \$20 to be in alignment with Central and the branches.

Donna made a motion to accept the updated Circulation of Materials Policy as written. Sally seconded. All in favor, none against, motion passed.

There was discussion about creating a Board Governance Policy, in which we outline how we govern ourselves. Our by-laws are a part of this; they need to be updated, particularly Article V, and the number of trustees listed.

Guest Comments

None.

President Ann Henderson adjourned the meeting at 7:45pm.

Respectfully submitted,

Caitlin Lindquist – signed electronically at 2:49pm on June 24, 2025

Caitlin Lindquist