

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

Meeting called to order by President Ann Henderson at 6:02pm.

Present: Ann Henderson, President
Donna Breen, Vice President
George Mango, Treasurer
Caitlin Lindquist, Acting Secretary
Daryl Zarpentine
Lucille Adorante
Allison Palermo-Record
Nancy Davidson
Phil Grome

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant

The minutes from June 25, 2025 were edited for minor grammar errors then accepted and approved as published.

Treasurer's Report – George Mango

Statement of Financial Position as of 7/31/2025:

Total Assets:	\$248,294.61
Retained Earnings:	\$127,533.04
Net Income:	\$120,761.57
Total Liabilities and Equity:	\$248,294.61

Director's Report – Jennifer Burke

Jenny's report is very long, so she will highlight important things. There were great stats for July. Lauren Pollock, Library Clerk resigned but they did not have to hire because Anna Dahlstein will be taking her hours plus a 6 hour off-desk shift as well. A family donated a Merlin Magnifier for those with visual impairments; it will be placed for use in the computer area. The library will be closed Saturday, August 30 through Monday, September 1 for the Labor Day holiday. Summer programming has been very busy! We participated in several outreach opportunities, including Brown Bag Lunch and Towpath Day. We have some great programming coming up in September. The Walk for Hunger sponsored by Camillus-Geddes-Solvay Rotary Club is Saturday, September 27 and the library will be that event with children's activities.

President's Report – Ann Henderson

Thanks to everyone for committee day with a special thanks to Daryl for heading up the Bylaws Committee. Fundraising has been great. Please make sure you are doing your mandated trustee training.

Ann mentioned two articles relating to library function:

- NY Teachers: Read Freely which noted that providing access is not endorsing
- The Post Standard had an article about AL state board which noted that when the state eliminated funding for a library, the community raised funding to maintain the library. Libraries are a light into the dark.

The next board meeting is September 15, 2025 at 6pm.

Fundraising Committee – Lucille Adorante

Updates on fundraising events this year:

- Red Robin Spirit Night - very profitable, should be continued. Good profit with little work.
- Summer Reading Tote Bags - \$245 made – should be continued. Easy and inexpensive but we also had to purchase some things, so keep that in mind.
- Salt City Coffee Sale this fall - there is concern about the coffee price due to tariffs. If costs are too high, the fundraiser will be eliminated. Jenny will reach out to Salt City Coffee to inquire about pricing.
- Bottle & Can Drive in July - \$206 raised; easy and worth continuing
- Annual Appeal is coming up in October – Megan Glass will compose the letter, and Lucille is working on figuring out election districts to target. Discussion revolved on making sure we hit previous donors as well as the targeted areas. Jenny usually goes back two years of donors; Daryl suggested going back three years and cross-referencing.
- Tree of Gift Cards - there is a concern about merchant participation because a lot of past donors are out of business or can't contribute. Fundraising Committee is requesting the entire Board work on this. They will provide the list so there won't be any double-dipping. Phil suggested contacting our current vendors: ex: "Wegman's Gift Card donated by Top Tier Roofing." Last year's profit on this fundraiser was \$1720 and the committee will discuss this further at our September meeting.

Finance Committee – George Mango

We are working on the draft budget for 2025-2026, which we'll discuss under New Business. We will be receiving \$412,575 from the West Genesee Central School District tax levy. If agreed, like last year, this money will be placed in the short-term fund account. These funds cannot be affected by the Trump administration. Congressman John Mannion says New York State is the place to get grant money, not federal.

Buildings & Grounds Committee – Philip Grome

We paid the deposit to Top Tier Roofing for the roof replacement, but the work hasn't been scheduled yet.

There were some AC issues with both units this past month - a tripped breaker which caused the children's area AC to malfunction; and a closed damper caused AC issues on the adult side.

A large bee's nest was discovered in the basement. Gannon's Pest Control removed the yellow jacket nest. The bees were coming in the basement through a hole in the masonry. Gannon's recommended not sealing up the hole for a few weeks as the bees will try to keep coming in and out.

AP Lawn and Landscape worked on the front landscaping as well as the turf renovation where the trees used to be. They ripped out the blue spruce and others which were replaced with a dwarf spruce, phantom hydrangea, double bloom lilac and double play spirea. The bushes were trimmed and the turf renovated. They discovered a ground bee nest which they removed. Gannon returned, checked the ground bee nest and then checked on the yellow jacket nest, and all was clear.

We passed our yearly fire extinguisher inspection.

Last year, we applied for a State Aid for Library Construction grant to renovate the front of the library, the basement entry, install a new boiler, new windows in the back of the library, and additional lightning in the children's area. Those funds should hopefully arrive in September.

Jenny is applying for another State Aid for Library Construction grant for the new roof, to be approved under New Business. We won't receive these funds until next fall.

Long Range Planning Committee – Ann Henderson

Jenny is finishing up the internal work plan.

Bylaws Committee – Daryl Zarpentine

Daryl has been working on updating our bylaws. One of the main issues is we have contradictory statements about the number of board members, which New York State noted in our Annual Report needs to be fixed. Daryl provided examples of the various issues noted in our bylaws. Daryl reviewed seven bylaws from member libraries in OCPL. Suggested revisions include:

- Replace: 9 members with no less than 5 and no more than 15
- Add paragraph 7: OCPL has similar wording, and this came up at a workshop he attended at the NYLA conference. The specific noted wording came from Jordan Library. There is a concern about the vagueness of the wording though it is a high bar to cross. Skaneateles Library noted "misconduct, incapacity or neglect of duty" instead of conduct deemed unsuitable by a quorum.
- Article XVIII protects the officers, directors and trustees of the library.
- Article XIV – we discussed updating the committees and decided to utilize special committees instead for not-noted committees such as fundraising and not deleting the committees not currently in use.

We may not directly use Roberts' Rules of Order, but we do cover everything in them and default to them as needed.

Nominating and Personnel Committee – Ann Henderson

Nothing to report.

Old Business

None.

New Business

Draft Budget for FY 2025-2026

- The income is relatively fixed
- The expenses remain relatively unchanged. Items highlighted in green need editing (hopefully increased):
 - Windows 10 is sunsetting, and new computers and equipment need to be purchased for public and staff use; Jenny requested State Budget Aid for this from Assemblyman Lemondes, but it is not a guarantee. Jenny has not heard back and it is a slow process.
 - Capital Reserve Funds
 - Professional Development
- The budget is close to being balanced – the difference is about \$2000 plus the Capital Reserve Fund, and it doesn't reflect the wished-for increases in green.
- Jenny is getting a quote from our landscaper, who also does snow removal
- Do the utilities reflect the increase? This is an ongoing discussion.
- George discussed that we need to apply and get involved with agencies to get additional funding. Phil requested a letter with needs to bring to various community organizations. Caitlin suggested a somewhat generalized letter that can be adjusted by trustees possibly. Phil and George specifically mentioned the Ladies Elks Club, the Rotary Club, the Optimus Club.

State Aid for Library Construction Application

We are applying for \$12,840 to replace the library roof. We're requesting 90% of total cost (\$11,556), full project is bondable. The Library Share is \$1,284. Jenny went through the application, including all the required paperwork (pre-project photos, proof of funds, environmental impact, assurances, etc.). The application is due to our library system on September 1, 2025.

Philip Grome made a motion to approve the State Aid for Library Construction application as presented by Jenny Burke, Library Director. Lucille Adorante seconded. All in favor, none against, motion passed.

President Ann Henderson adjourned the meeting at 7:34pm.

Respectfully submitted,

Caitlin Lindquist – signed electronically at 12:18pm on August 22, 2025

Caitlin Lindquist