

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
September 15, 2025**

Meeting called to order by President Ann Henderson at 6:00pm.

Attendees: Ann Henderson, President
George Mango, Treasurer
Sally Kondziela, Secretary
Caitlin Lindquist
Daryl Zarpentine
Philip Grome
Lucille Adorante

Visitors: Jennifer Burke, Director
Rena Brower, Library Assistant

The minutes from August 18, 2025 were approved with one correction. The Optimist spelling on page 4.

Treasurer's Report – George Mango

Statement of Financial Position as of August 31, 2025:

Total Assets:	\$232,933.82
Retained Earnings:	\$128,567.88
Net Income:	\$104,365.94
Total Liabilities and Equity:	\$232,933.84

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

Director's Report – Jennifer Burke

The mural in the Children's Area has been completed, and we are awaiting permission from Onondaga County to send out a press release and do publicity. Our application for State Aid for Library Construction for the roofing project was submitted. The library staff received Narcan training and Narcan kits from Prevention Network. They also provided us with Detera bags for safe-at-home medication disposal.

We participated in some outreach in August. We tabled at the Camillus United Methodist Church's Brown Bag Lunch program. Melissa visited the preschool class weekly for storytime at Partners in Parenting. She also went to Charlee's Ice Cream for "Stories and Sundaes."

The Summer Reading Program was very successful. We continue our monthly programming for adults. The Camillus Village Fall Festival will be Saturday, September 20. We will hand out cider and donuts and have a craft for all ages. Our calendar is filled with ongoing programs. Dr. Sara French is returning October 7 at 5:30pm for the second part of her Family Research series.

Jennifer will report on our roof replacement during the Building & Grounds Committee update.

President's Report – Ann Henderson

I attended the “Ultimate AI Policy” webinar on September 11. There was extensive information presented. The main thing I took away is what are our legal responsibilities to our patrons and our staff when it comes to AI and ChatGPT. I remarked “libraries are ladder of opportunity.”

Our next meeting is Monday, October 20, 2025 at 6:00pm. It's our Annual Meeting followed by our regular monthly meeting.

Fundraising Committee – Lucille Adorante

Our next meeting is Wednesday, September 24 at 4:00pm. We will be discussing upcoming events.

Finance Committee – George Mango

No report.

Building and Grounds Committee – Philip Grome

Top Tier Roofing replaced the roof on September 11, 2025. The plywood was rotten, so it needed to be replaced. This raised the original quote, as we had to purchase 39 pieces of plywood at \$60 each. The total cost was \$14,999.25.

By-Laws Committee – Daryl Zarpentine

Daryl presented the three proposed changes to our By-Laws:

1. Article V, Paragraph 1 – “The business affairs of the association will be managed and controlled by a Board of Trustees consisting of *no fewer than five and no more than fifteen in number, with persons elected in accordance with the Library's Charter and these By-laws.*”

Article V, Paragraph 3 – “The trustees may at any time, by majority vote, increase or decrease their membership. ~~Membership will consist of no fewer than five (5) and no more than fifteen (15) persons, elected in accordance with the Library's Charter and these By-laws.~~ Additional trustees will be elected by a majority of the trustees in office at that time. Trustees may be decreased at the time of term expiration or through attrition.

George Mango made a motion to accept the revisions to Article V, Paragraph 1 and Paragraph 3. Caitlin Lindquist seconded. All in favor, motion carried.

2. Adding Paragraph 7 to Article V – “*A Trustee may be removed from the Board by a vote of a majority of the Board for misconduct, incapacity, or neglect of duty. Such proposed action and the reason(s) thereof shall be presented by one or more Trustees to all other Board members at least one week in advance of the Board meeting at which removal is proposed to occur, in writing or by electronic notice. The Trustee who is the subject of the proposed removal shall be given a fair opportunity to be heard before the Board votes on the proposed removal.*”

Philip Grome made a motion to add Paragraph 7 to Article V. Lucille Adorante seconded the motion. All in favor, motion carried.

3. Adding Article XVIII – *“The Library shall carry an Officers and Directors Liability Insurance Policy to protect itself and any Trustee, officer, employee or agent of the Board of Trustees against any expense, liability, or loss incurred by them involving the lawful execution of their duties, if they acted in good faith for a purpose that they reasonably believed to be in the best interests of the Library. The Library shall indemnify its officers, Trustees and employees to the fullest extent possible under Applicable Laws for any liability above and beyond the limits of the Liability Insurance Policy.”*

George Mango made a motion to add Article XVIII to our By-Laws. Caitlin Lindquist seconded the motion. All in favor, motion carried.

Nominating and Personnel Committee – Ann Henderson

No report.

Old Business

George and Jennifer discussed the draft budget for 2025-2026. It was determined acceptable with only one change.

Philip Grome made a motion to accept the Budget for 2025-2026. Daryl Zarpentine seconded the motion. All in favor, motion carried.

New Business

Jennifer informed the Board the contractor inquired about starting repair on the front entry step to the building. There was discussion regarding the cost required to repair this. This work is part of the State Aid for Library Construction grant Jennifer applied for last year. It was determined George will speak to him, as there were many questions.

President Ann Henderson adjourned the meeting at 7:16pm.

Respectfully submitted,



Sally Kondziela