

**Maxwell Memorial Library  
Board of Trustees Meeting Minutes  
November 17, 2025**

The gathering started with sharing a beautiful cake in honor of Sally Kondziela's years of service as Trustee and Secretary, also noting the service of Caitlin Lindquist will be stepping down as a Trustee.

**Attendees:**

Ann Henderson, President  
Donna Breen, Vice President  
George Mango, Treasurer  
Sally Kondziela, Secretary  
Lucille Adorante  
Nancy Davidson  
Philip Grome  
Caitlin Lindquist  
Allison Palermo-Record  
Daryl Zarpentine

**Visitors:**

Jennifer Burke, Director  
Rena Brower, Library Assistant

Meeting was called to order by President Ann Henderson at 6:11pm.

The minutes of the October 20, 2025 meeting were approved.

**Treasurer's Report – George Mango**

Statement of Financial Position as of October 31, 2025:

Total Assets:	\$570,512.87
Retained Earnings:	\$190,830.61
Net Income:	\$379,682.26
Total Liabilities and Equity:	\$570,512.87

The report was accepted as written, subject to audit.

**Director's Report – Jennifer Burke**

Jennifer continues to support an ambitious list of meetings, programs, and outreach opportunities.

There was some group discussion about ideas for partnering with the Fairmount Library to share resources in support of mutual goals. Ideas were discussed briefly, and we will continue to consider this. It was suggested that one opportunity might be to join together for staff development to alleviate expense of separately pursuing the same resources for the same programs.

Rena showed us a few of the Memory Care kits she has assembled as a result of the recent grant she was awarded by CLRC (CNY Library Resources Council). She has 15 kits available for circulation. The ones we saw focused on games, art and movies.

### **President's Report – Ann Henderson**

Daryl Zarpentine's term as Trustee is expiring; he was filling Marcia Wickert's unexpired term. He agreed to take on a new three-year term. Allison Palermo-Record made a motion to accept his new term. Caitlin Lindquist seconded the motion. All voted in favor.

Ann is reviewing the Committees and will provide a revised list of members to be approved by vote at our next meeting. George is interested in heading a Public Relations Committee.

Ann noted that with Sally and Caitlin stepping down, we need to recruit some new trustees. There was discussion about seeking out new members with pertinent skills and representative of younger age groups.

### **Fundraising Committee – Lucille Adorante**

Annual appeal is still underway with contribution so far totaling \$6465.

Coffee Sale was successful, netting a profit of \$500.50. We plan to do this sale again next year.

Gift-card Tree Raffle – Donor contributions have been finalized, and a flyer has been prepared with the details. Flyers and tickets were distributed to Trustees for sale through 12/13. Drawing is 12/15.

### **Finance Committee- George Mango**

No report.

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

No report.

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

No report

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

No report.

### **Old Business**

Holiday Party is scheduled for Sunday, December 7, 2-4 pm. We will meet to decorate on Saturday, December 6 at 2:30 pm. Ann collected a list of what everyone is bringing for refreshments.

### **New Business**

Sexual Harassment Prevention Training is required annually for all trustees and staff. Write-up and signature sheet were distributed for completion before year end.

Conflict of Interest and Whistleblower Disclosures also are required and materials were distributed.

Alison encouraged donations for the St. Joseph's Food Drive collection box at the Library.

The meeting was adjourned by President Ann Henderson at 7:24pm.

Respectfully Submitted,

Nancy Davidson, Secretary