

**Maxwell Memorial Library
Board of Trustees Meeting Minutes
April 20, 2026**

Attendees:

Ann Henderson, President
Donna Breen, Vice President
George Mango, Treasurer
Nancy Davidson, Secretary
Lucille Adorante
Philip Grome
Allison Palermo-Record

Visitors:

Jennifer Burke
Rena Brower

Absent:

Daryl Zarpentine

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

The minutes of the March 16, 2026 meeting were approved.

Treasurer's Report – George Mango

Statement of Financial Position as of March 31, 2026:

Total Assets:	\$402,445.61
Retained Earnings:	\$186,834.59
Net Income:	\$215,611.02
Total Liabilities and Equity:	\$402,445.61

The report was accepted as written, subject to audit.

George introduced Key Bank representatives, Jim Keller and Colin Avery. They presented Portfolio Performance documents for showing ending values as of 4/17/2026 for two accounts short-term duration bonds, \$216,973, and long-term duration bonds, \$43,967. New signature forms need to be filed with the bank reflecting current responsible parties. Jenny will draft a letter on library letterhead for KeyBank.

Director's Report – Jennifer Burke

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

Website redesign has been completed reflecting a 2-year development effort. Jenny gave us a brief look.

New position of Social Media Coordinator has been filled. The new hire will start on May 4 and will work at home. An offer will be made tomorrow for the open Library Clerk position.

Rena and Jenny attended the Public Library Association conference in Minneapolis.

Rena is actively pursuing various grants.

A redesign of the library's logo is in the works.

Jenny is sending us information about how to comply with requirement for training re: Sexual Harassment Prevention. Trustee Advisory Council is offering training on April 28, "Nuts and Bolts of Early Literacy: A Library Trustee's Role"; Jenny sent email with registration details.

An issue has arisen concerning snow plow damage by crushed stone was pushed onto library property. This will be considered by the Building and Grounds committee.

President's Report – Ann Henderson

Applications to fill upcoming Trustee Board openings have been received from two candidates.

We discussed what efforts might be appropriate to encourage voting on the school budget referendum coming up May 19. There is concern about the recent failure by voters of infrastructure improvements.

Ann read a profile of the library which will be included in the Camillus Joint Comprehensive Plan 2026. Some suggestions were discussed.

Fundraising Committee – Lucille Adorante

Annual fundraising appeal letter brought in more than ever before, \$11,135, netting \$9390.87 allowing for expenses. Letters went out to several thousand contacts.

Planning is taking shape for the geranium sale planned for May 16. Girl scouts will provide volunteer help on Saturday. Tables are being provided so no need for us to bring tables from home. Delivery is expected at 8 am Friday. Volunteers are needed at 7:30 am for setting up and organizing orders. A meeting via Google Meet is scheduled for volunteers at 4 pm on Tuesday, May 5.

Finance Committee- George Mango

No report. Meeting scheduled for April 23, 3 pm.

Building and Ground Committee – Philip Grome

No report. Meeting scheduled for April 23 following Finance meeting, 3 pm.

Long-range Planning Committee – Ann Henderson

No report

Nominating and Personnel Committee – Ann Henderson

No report.

Old Business

Statements approved by American Library Association (ALA) were reviewed:

Freedom to Read – motion to accept made by Phil, seconded by Allison, approved 5 pro/2 con.

Freedom to View – motion to accept made by George, seconded by Donna, approved 6 pro/ 1 abstain.

Library Bill of Rights – motion to accept made by Lucille, seconded by Allison, approved 7 pro/ 0.

New Business

Financial Controls – tabled until next meeting

Artificial Intelligence (AI) -Onondaga County Public Library (OCPL) policy – tabled until next meeting.

Bylaws and Policy will add this new policy to the list of policies which need to be reviewed every 5 years.

Bookcase disposition – a large bookcase made as a prototype at the time of the renovation of the library now in our possession is deemed unusable in our space. After discussion, Phil made a motion to donate it to another library or organization, Donna seconded and all voted in favor.

Allison Palermo-Record made a motion to adjourn the open meeting and enter executive session for the purpose of discussing the employment history of a particular person. Donna Breen seconded. All in favor, motion carried. Rena and Jenny were excused.

The Board moved into executive session at 7:40pm.

At 7:52pm, George Mango made a motion to close the executive session and reconvene into open meeting. Phil Grome seconded. All in favor, motion carried.

President Ann Henderson adjourned the meeting at 7:53pm.

Respectfully Submitted,
Nancy Davidson, Secretary