

MAXWELL MEMORIAL LIBRARY

Board of Trustees Meeting and Agenda

March 16,2020

Meeting called to Order by President Lucille Adorante at 4:30 p.m.

Attending: Donna Breen, Cynthia Drake, Lucille Adorante, Amanda Perrine, Sally Kondziela Per Phone- Barb Parsons and Meg Glass Computer video - Marsha Wickert

Absent Michael Dendis

WELCOME No visitors today

JANUARY MINUTES Errors were discussed and corrected. Motion made with minutes corrected. It was discussed that term limits are to be 3 years each with 2 terms. Totals in treasurers report missing 3 lines. Amanda to give me report.

Cynthia Drake made motion
Donna Breen seconded
unanimous approved

TREASURERS REPORT AMANDA PERRINE per Michael Dendis

End Balance \$249,947.99
Total Revenue 714.00
Operating Expenses 24,218.00
Expenses over Receipts 23,504.00

These figures are thru Feb 29

Motion made...Donna Breen
Seconded.....Barb Parsons
Approved.....Approved unanimously

DIRECTORS REPORT Amanda Perrine

All libraries are closed due to the coronavirus I will be working from home but coming into the library during the week as well.. All employees will be doing the same until the ban has passed.

There is still need for a new broiler . Some quotes are in, nothing determined as yet.

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I will help with the transition of a new director until I leave. Sara has left. Marg has taken over some of her responsibilities.

It was discussed about the resumes of new candidates for director. I will give them to Lucille Adorante

Cynthia inquired of her records of vendors, payroll, bank card, passwords, etc. for transition to new director and when should it take place.

Motion Donna Breen
Seconded Sally
Approved unanimously

PRESIDENTS REPORT Lucille Adorante

Regarding the Strategic Planning. It is important to address it. We will meet soon after the ban for the virus is lifted. Discussion will be at the April 20th meeting.

Committee Cynthia
Megan
Mike
Lucille

Lucille and Amanda regarding the Annual Calendar. Each Board Member has a copy . Calendar approved and adopted March 16,2020.

FRIENDS Barb Parsons

I attended meeting Mar 3----there were 6 present

They reported and discussed 50-50 raffle. and spoke about the sale of the geraniums in May. Pricing will remain the same. They will be ready May 15 for sale on May16 at the Village Hall . Orders can be picked up 9 a.m. til noon.

They are looking for new members.

FUNDRAISING Will be tabled until new director arrives. Perhaps begin in June--with mailing in September with Director.

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OLD BUSINESS Tabled by-laws revision.

Applications for Director .There are 3. Lucille is addressing a committee for interviewing.

Committee Cynthia Drake
Donna Breen
Barb Parsons
Lucille Adorante

Lucile reported that the Annual Report was completed

Motion made Donna Breen
Second Cynthia Drake
All in Favor plus 2 extensions

The new director will be invited to attend May 6, meeting in Liverpool.

NEW BUSINESS None

EXECUTIVE SESSION

Amanda requested to stay.

Motion was made to leave regular session and proceed to the executive session. Donna Breen made the motion. it was seconded by Megan Glass. Approved unanimously.

Motion was made to leave executive session and return to regular session by Megan Glass and seconded by Barbara Parsons. Approved unanimously.

ADJOURNMENT 6:25 PM

Motion was made by Cynthia Drake. Seconded by Donna Breen. Unanimously accepted by all.

Respectfully submitted
Sally Kondziela

