

LAKESWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
December 7, 2023, 6:00 PM

I. CALL TO ORDER/ROLL CALL

Present

1. Nancy Padak (President)
2. Chris Swanson (Secretary)
3. Mary McCague
4. Shannon Taylor (Director)
5. Lynn Kinnear
6. Paul Andrews
7. Mary Seger
8. Maria Malmström
9. Mitch Klein
10. Nicholas Spry

Guests:

1. Jan Dekoff

Nancy Padak called the meeting to order at 5:58 p.m.

Additions/Corrections to Agenda

Addition to New Business: Officer email addresses

II. BOARD ELECTION

Mary McCague made a motion to elect Maria Malmström, Mitch Klein, and Nicholas Spry to board terms expiring in June 2026. The motion was seconded by Paul and passed unanimously.

III. SECRETARY'S REPORT

Paul made a motion to approve the October 19, 2023 minutes. The motion was seconded by Lynn and passed unanimously.

IV. TREASURER'S REPORT

Shannon reports that last minute donations to the annual fund have closed the financial shortfall for 2023.

V. DIRECTOR'S REPORT

A. Program Report

1. Christmas at the Library is Dec 16th, 10 a.m. to noon.

VI. STANDING COMMITTEE REPORTS

A. Library Development Committee

1. The booksale was successful and made \$800. Puzzles sold well.
2. The annual appeal exceeded goals.
3. Other fundraising
 - a) Pea Pod and Juniper offered to make fancy bows out of ribbons that people bring in exchange for small donations to the library. This will be scheduled for 2 days sometime before Christmas and cross promoted.

VII. OLD BUSINESS

A. 259

A letter has been signed and sent to the SWCS Superintendent and School Board informing them of the Library's intent to seek an increase to 259 funding on the May ballot.

Mitch and Nancy will form an ad hoc committee to plan the 259 campaign.

B. Budget

Mitch made a motion to approve the 2024 budget proposal. Mary Seger seconded the motion. The motion passed unanimously.

C. Review of Policies

Paul and Nancy completed a mandated routine review of the library's policies. No concerns were found and they recommend renewing the policies as written.

Mary Seger made a motion that the policies be renewed. Mary McCague seconded the motion and it passed unanimously.

D. Microsoft Teams

The library will be introducing Microsoft Teams for document storage and sharing.

VIII. NEW BUSINESS

A. Trustee emails

Email accounts with the library's domain name will be added for President and Treasurer. The other positions were determined to not need library specific emails at this time.

B. Staff Christmas

Mary McCague made a motion to approve staff year end bonuses. The motion was seconded by Paul and passed unanimously.

IX. ADJOURNMENT

The meeting was adjourned at 7:19 p.m.

The next meeting will be February 2/15 at 6 p.m. at the library