

LAKESWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
April 11, 2019

MINUTES

I. CALL TO ORDER/ROLL CALL

President Mary McCague called the meeting to order at 6:29 pm.

Attending: Board members Mary McCague, Karen Dennerlein, Cilla Menzies, Nancy Padak, Dick Rose, Mary Seger, Tom Townsend, Sharon Witchey. *Absent:* Bill Burley, Lisa Yaggie; Library Director Mary Miller.

The following additions/corrections to the meeting's agenda were made: 1. Move Executive Session to immediately follow the Call to Order, 2. Move the update on the Youth Ambassador program to the Standing Committee Reports, and 3. Add Search Committee under New Business.

At 6:32 Mary McCague made a motion to move into Executive Session to discuss the employment history of a particular individual. It was seconded by Nancy Padak and approved unanimously by voice vote.

II. EXECUTIVE SESSION

At 7:39, Nancy Padak made a motion, seconded by Sharon Witchey, to adjourn the Executive Session. The motion was approved unanimously by voice vote.

III. SECRETARY'S REPORT

Approval of March 14, 201 minutes was moved by Tom Townsend and seconded by Mary McCague. Passed by unanimous voice vote.

III. TREASURER'S REPORT

Tom distributed the **budget reports**, noting that he intended to find out more details about the figures reported for marketing and technical expenses and professional fees. Mary Seger also posed a question about the fluctuating monthly employment expenses and Tom said he would look into those figure as well.

He also distributed copies of the **Investment Review**, with the caveat that "there was bound to be an adjustment sometime" but he felt that our general investment positions were sound.

Cill Menzies moved that the board accept the Treasurer's report as presented, seconded by Nancy Padak and unanimously approved by voice vote.

IV. LIBRARY DIRECTOR'S REPORT

Although Mary Miller was absent from the meeting she had previously distributed copies of her Director's Report to the board via email. This month, her report was also accompanied by a historical review entitled "Lakewood Memorial Library Accomplishments 2008-1018."

V. STANDING COMMITTEES

A. Fundraising Report:

Mary Seger reported that as of April 10, 56 donations totaling \$3,555 had been received in response to the **Annual Appeal**, which mailed at the end of March. She was very pleased by that strong early response.

She also relayed to the board that Ricky Turner of Blackstone in Jamestown had offered to design and fabricate **bike racks** for the library. Everyone was very impressed by this generous donation.

Sharon Witchev updated the board on the **GiveBigCHQ** one day online fundraising event scheduled for June 13 and organized by CRCF. She also distributed copies of Timelines and a Worksheet for the event. She recommended we set a goal of at least \$2,000 to be used for outdoor furniture for the patio. After some discussion, the board agreed on a goal of \$2,500. Dick Rose made the point that the process of deciding what sort of furniture was needed be “program-driven.” Sharon said she had already investigated a few sources.

Cilla reported on the **Ambassadors program**, having met with Nichole Segre, Mary Miller and Mary McCague earlier. It has been decided to call the group “Ambassadors of the Lakewood Library.” Nichole and Shannon will monitor the FB page which now features a 2nd video introducing the **race** on June 8. Tom added that he has worked out financial arrangements with Striders to simplify the process; race registration payments will be payable to Striders, who will then write a check to the LML.

B. Marketing/Publicity Committee Report:

No report. Mary McCague said that Bill Burley regretted that his work schedule did not allow him to attend this meeting and that he foresaw continuing schedule conflicts and had offered to resign. There was unanimous agreement that Bill’s contributions to the board were extremely valuable and that the board was willing to be flexible about meeting attendance if Bill would retain his board membership and involvement with the Library Development Committee. Mary McCague agreed to ask Bill to re-consider his intent to resign.

C. Personnel Committee Report:

No report.

D. Grounds and Facilities Committee Report:

Dick Rose prefaced his report with an announcement that Lakewood will be celebrating **Arbor Day** with a ceremony in Hartley Park on April 27 at 1 pm and he invited all to attend.

He reported that, with the exception of some repairs to damage caused during construction, the **reading terrace** is complete. We still owe \$2,000 for the recently installed railing and \$5,000 for the painting of the pergola which cannot be done until the weather has been warm for a while.

Cilla reported that the **Churchill memorial** project is ready to roll. Robert and Susan Churchill are looking forward to seeing Jason's design and have faith he will do a good job. They also would like to see the space staked out for the intended mini-amphitheater for toddlers and others. Tom was concerned that the project cost not exceed the \$10,000+ in contributions received for the memorial. Cilla responded that in fact, the Churchill family had offered, if the need arose, to bridge the gap between the project's estimated cost and the dollars in hand. One suggestion for gap funding is landscaping, which was not part of the original project scope.

E. Strategic Plan Committee Report:

Nancy Padak commented that she is investigating how best to store library documents electronically, in a cloud location not readily accessible to the public. She is considering Google Drive and will report more on this at a later date.

VI. OLD BUSINESS

A. Policy Reviews and Approval

Nancy Padak said that she will have four or five more policies ready for board review next month.

B. Volunteer Open House

Karen Dennerlein announced that the **recognition tea for volunteers** will be held on Saturday, April 27 from 10:30 – 12:30. She asked board members to sign up to bring some sort of food item for the event and also said that about \$50 would be needed for a cake/and/or flowers and paper goods. Board members responded by signing up and contributing cash.

VII. NEW BUSINESS

Search Committee

As part of library succession planning, Mary McCague asked for volunteers to participate on a Search Committee. It was determined that Lisa Yaggie should definitely be on the committee and Sharon Witchey volunteered. Mary McCague will also serve in her capacity as board chair. It was agreed that a community member should be on the committee as well, with the names of SWCS library Shannon Wright and Lynn Kinnear suggested as good possibilities.

In the event that an interim person to handle library operations is required, it was agreed that Mary McCague should consult with library staff to see what their recommendations are.

IX. ADJOURNMENT

Mary McCague moved to adjourn at 8:45, Nancy Padak seconded and all were in favor.

Respectfully submitted,
Mary Seger, Secretary

Next Board Meeting: Thursday, May 9 at 6:30 pm at the library.

