

LAKWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES

January 14, 2021

Mary McCague called the meeting to order at 6:37 PM. Present: Mary McCague, Mary Seger, Cilla Menzies, Bill Burley, Lisa Yaggie, Nancy Padak, Amy Anderson, Carrie Brown, Shannon Taylor

Absent: Bob Lingle, Apryl Troutman

Cilla Menzies moved to accept the November minutes. Nancy Padak seconded the motion which passed unanimously.

### **TREASURER'S REPORT**

Apryl Troutman was absent so Shannon reported on her behalf. The budget was emailed to all ahead of time. Shannon reported that everything is on track and quite solid given the year. Apryl contacted Saxton Kocur about our need for a bookkeeper. Cilla asked Shannon to describe the position. Shannon responded that no degree is needed, our payroll is outsourced and Shannon makes deposits; the work entails 10 hours or less/month. The work is mostly journal entries and recording in Quick Books. Amy Anderson suggested David Menzies who has experience and the right skill set. Board members responded positively, and acknowledged that while he is the spouse of a board member, that his experience and qualifications made them comfortable with his nomination for the position. David will be in touch with Shannon and Apryl to discuss work.

Apryl asked the board about our interest in new round of PPP loan. Shannon explained that to qualify we need to show at least 25% loss of revenue for a month. We qualify. Mary S and Shannon questioned our need as compared to other organizations. Lisa suggested that there are other ways of looking at it, and that if we find we don't need it, we can return it. This round of PPP covers: utilities, PPE equipment, payroll. Nancy moved to apply for PPP loan, Mary M seconded, and the motion was unanimously approved.

### **DIRECTOR'S REPORT**

Shannon emailed her report in advance of the meeting. Given the current environment, Shannon wondered if it would seem politically motivated to remain open on Presidents' Day and MLK Day. She recommended we close this year like we have done in the past and implement the changes in 2022 instead. After some discussion, members decided to stick with the original plan to stay open on

President's Day and MLK Day in 2021 and promote it as a way to serve families when schools are closed. Shannon would pull resources related to holidays. She confirmed that LML will be open Good Friday and closed the Saturday before Easter. Shannon also mentioned that staying open until 8 has not been well received in terms of patronage. Shannon suggesting beginning Feb 1 hours be: MWF 10-6; TTh 10-8. Saturday 10-2. Mary S suggested trying the current hours for a 6-month period. Shannon said it was wearing on staff to be there with no patrons. Members discussed various options thoroughly. Ultimately, Cilla moved to follow Shannon's recommendation, Lisa seconded, and the motion was unanimously approved. The adjusted hours will be promoted as temporary hours due to COVID, with extended hours returning in the spring.

## **STANDING COMMITTEE REPORTS**

- A. Library Development Committee  
Annual Appeal – Mary S reported that a patron suggested doing a December appeal. Mary S suggested doing a smaller targeted mailing (200-300) in early December, with highlights of the year in review. She will implement this in 2021.
- B. Marketing/Publicity Committee – No report. Bill asked about communications needs. Shannon asked for help marketing lagging online programs: children's programs, family networks, modern classics. Cilla suggested starting up Stonewall book club again. Bill asked if there was something different from Zoom – reading contest, current issues reading series? Amy will connect Shannon with Scott Cooper and the students at Southwestern involved in the diversity allies group to assess program possibilities. Others mentioned interest in providing reading lists around current issues. Cilla and others expressed interest in suggesting books. She suggested Just Mercy by Bryan Stephenson. Carrie will send link to Bryan Stevenson's talk at Smith College in March which the public can access.
- C. Personnel Committee  
Staff leave policy revision – the most recent edited version was passed by the Executive Committee in December (for timing purposes) and will be sent with minutes.
- D. Grounds and Facilities Committee – no report; but Mary M inquired about the boat project for reading corner. Cilla will make a plan to visit the boat with Skid Proctor to see what work needs to be done to make it appropriate for our use.
- E. Strategic Planning Committee – Shannon is due to participate in the Library System Strategic Planning meetings and will have feedback moving forward.

Nancy suggested waiting for Shannon's input from these sessions to move forward with our own plan. Shannon feels we need to take time to do a survey and needs assessment in order to build our plan. Nancy will get started by reviewing 2018 needs assessment which Shannon will send. Mary S suggested employing Katie Ebersole to consult on the project. Mary M and Nancy both mentioned the ASK survey conducted a couple of years ago and they will research this

- F. Finance Committee – no report
- G. COVID Education – Amy reported that there doesn't seem to be a need for this effort at least as this time; just one parent has contacted her and she received one survey response. She is planning to give it one more try via Zoom this month. Shannon reported that a parent had come into the library for reading support, which Shannon supplied in terms of resources, and mentioned having been in touch with Amy. There seems to be need but no ability for families to actively access themselves. Nancy suggested uploading info to the web site. Shannon suggested approaching teachers to ask what families do need help. Nancy offered to create more white paper resources. The committee will meet to discuss further. Nancy suggested program to create "books on wheels" programs to deliver books requested to patrons and pick them up for return. The idea was received enthusiastically. The next step is to research ways to promote and make it easy for patrons to place book requests for delivery and pick-up.

#### **OLD BUSINESS**

Trustee openings – Mary M reported suggestions made at the December Executive Committee meeting. Mary M spoke with Christine Swanson yesterday and she is delighted to be considered. Shannon will provide an application for Christine. We all need to keep thinking about good trustee prospects. At least one additional opening is projected as of June.

#### **NEW BUSINESS** none

Mary M moved to enter executive session re: human resources. Cilla seconded, unanimous approval was given to enter executive session.

Mary M moved to leave executive session. Mary S seconded, and the motion passed unanimously.

Mary M motioned to adjourn the meeting, which Cilla seconded. Trustees unanimously approved the motion. The meeting adjourned at 7:55 PM