

LAKEWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
March 11, 2021

**CALL TO ORDER/ROLL CALL:** Mary McCague called the meeting to order at 6:35 PM.

Present: Mary McCague, Mary Seger, Nancy Padak, Bob Lingle, Christine Swanson, Apryl Troutman, Carrie Brown, Lisa Yaggie, Amy Anderson

Absent: Cilla Menzies, Bill Burley

**SECRETARY'S REPORT** -- Approval of February 11, 2021 minutes – Mary S moved to approve the minutes of the February Meeting, Lisa seconded, and the motion passed unanimously.

**TREASURER'S REPORT**

1. Apryl reported that financial advisor, Jason Stronz will report to the board in April.
2. David Menzies has started the bookkeeping job.
3. Shannon reported on the revision to the 2021 budget. The original budget included payment of January salaries,. This was actually posted in the December budget so it appears we have a bit of extra money for 2021. Those funds have been allocated to other lines. Mary M moved to accept the budget revision, Nancy seconded and the motion was unanimously approved.

**DIRECTOR'S REPORT**

Shannon reported that we have received 7 of 8 computers, (the 8<sup>th</sup> was ordered today by CCLS); yet to be installed. Concerns were expressed about the delay with regard to donors who provided funds for them. Shannon will stay on top of this.

**STANDING COMMITTEE REPORTS**

- A. Library Development Committee –
  - i. Annual Appeal - Mary S reported that the annual appeal letter drafts are ready to go. She is finalizing mailing list; Mary urged all to suggest other good people to add to the list. We have about 350 past donors and 250 non-donors on the list. Mary is planning to have the mailing received around mid-April.
  - ii. Give Big – Sharon Witchey will work with Chris Swanson and Shannon on this year's project.
  - iii. Book Sale - Mary S and Shannon plan to have an onsite book sale in May.
- B. Marketing/Publicity Committee – Bob will reach out to Bill to get publicity rolling and keep Shannon and Mary M posted and include Alison. Bob will work on looping the library into virtual author events at his bookstore.
- C. Personnel Committee – no report

- D. Grounds and Facilities Committee – Mary M reported that she has a lead on a grounds person.
- E. Strategic Planning Committee – Shannon is waiting for the CCLS meeting on the topic to kick off our work.
- F. Finance Committee – no report
- G. COVID Education – Amy reported that there is a new Magic Treehouse reading challenge and solicited ideas for prizes. Four children participated in 21 activities the last time. The author series is in process and seems to be doing well. Shannon reported that she has been in touch with one patron regarding contactless delivery. Amy encouraged anyone who would like to be involved with education to let her know.

**OLD BUSINESS**

- H. Future Trustee openings – Mary reported that she had spoken with Brandon Maggio – retired police officer and contractor, who is interested.

**NEW BUSINESS** – no new business.

**ADJOURNMENT** – Mary M moved to adjourn the meeting at 7 PM; Nancy seconded, and the motion was unanimously approved.