

LAKEWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
May 13, 2021

CALL TO ORDER/ROLL CALL

Mary McCague called the meeting to order at 6:30. Present: Mary McCague, Nancy Padak, Apryl Troutman, Lisa Yaggie, Mary Seger, Cilla Menzies, Chris Swanson, Shannon Taylor, Bill Burley, Carrie Brown

Absent: Amy Anderson, Bob Lingle

Additions/Corrections to Agenda - none

Mary McCague welcomed guest Rob Kocur from our accounting firm, Saxton Kocur. Rob shared with the board the reviewed financial statements for 2020. This is not an audit. Items of note in his presentation:

- Statement of activities – book sales income was down significantly due to covid; forgiveness of debt of the PPP loan recognized as revenue in 2020. It was very clear that we needed the PPP loan. Without the PPP loan would have had deficit of \$22,000.
- Statement of expenses revealed employment expenses were up \$20,000, difference due to transition to new director (not having a director or program director for part of 2019 accounts for some of difference). The library's employment expense is 77% of the total budget, which is common in non-profit organizations. Legal fees were greater than the prior year as well. In 2020 government funding was higher because of PPP loan.
- Property and equipment – the board is advised to create a capitalization threshold for equipment.
- The 990 for 2020 was presented and Mary M moved to approve the return, Nancy seconded and the motion was approved.

SECRETARY'S REPORT – Mary M moved to approve the April 8, 2021 minutes, Cilla seconded, and the motion was approved.

TREASURER'S REPORT and Financial Committee Report

Apryl presented the investment review. She compared last year to this, where we have realized some growth. Mr. Kocur recommended we create a capitalization policy. Nancy will work on a draft and present for approval at the next meeting. Apryl recommended that the library use auto-pay for regular bills (utilities, credit card). She checked with Mr. Kocur, who agreed with her recommendation. Apryl advised having a financial policy regarding financial processes and oversight. Nancy will draft and present at the next meeting.

DIRECTOR'S REPORT

- Programs: Nancy asked how long we continue un or under-attended programs. Shannon opined that Covid may have had an impact, and we

might know more once programs are live again. Cilla mentioned Amy's suggestion to handover some of the Covid education programs to staff. Shannon said the fact that they program is designed and executed by an educator carries weight. Shannon asked that Amy continue to play a role as a reviewer. Amy and Shannon will meet to determine next steps. Shannon expressed some concern about staffing since Allison will be leaving as the program coordinator. She indicated the likelihood of losing an additional staff person during the year. In light of these, Shannon recommends taking a look at job descriptions to see if there is a way to create descriptions which include more programmatic responsibility. Jody and Shannon will share summer reading.

- **WIFI:** The board expressed concern regarding the reliability of WIFI, particularly since the library has promoted this benefit to the community. Shannon and Nancy will work with CCLS to improve the situation.
- **Quote for Projector and Screen Installation:** Shannon recommends moving forward with proposal to install a projector and screen at the cost of \$2,157. Mary M moved to approve the request, Mary S seconded and the motion was approved.
- **NYS Construction Grant** – Shannon presented a quote from Jamestown Kitchen and Bath for bathroom improvements of \$12,043. Roof repair would not be covered by a NYS construction grant, but the library needs to get roofers to examine leak to know whether it's repair or replacement. Replacement is covered by the grant. Nancy suggested replacing ceiling tiles, which would improve the appearance. Nancy also explained that LML would need to pay about \$3,000 for the bathroom renovation, and the rest would be covered by the state. The board approved Shannon beginning application for grant funding and looking into a roofing quote/recommendation. Bullet aid is unlikely.
- **Give Big CHQ** – Christine reported that there has been no response to Sharon Witchey's written appeals for matching gift interest from local companies but follow up calls need to be made. Timing for grant submissions to the CRCF is good and encouraged.

STANDING COMMITTEE REPORTS

- **Library Development Committee** – Mary S reported good success with the annual appeal and encouraged all board members to give so we have 100% participation. The number of donors is the same as last year (108) and dollars are up. And there are some new donors. We are close to \$8,000 and

mailed to a more tailored list which decreased our mailing expense by half. The book sale is 5/20-22. More volunteers are needed to man shifts. Craig Seger and Dave Menzies will pick up tables. Mary S expressed some concern about managing numbers given Covid restrictions but plans to have things spread out as much as necessary.

- Marketing/Publicity Committee – Bill will schedule another committee meeting to follow up.
- Personnel Committee – Lisa reported that committee met 5/12 and 5/13 and will bring recommendations to next meeting.
- Grounds and Facilities Committee – Cilla reported that the boat is in Skid Proctor's garage. He will repaint, revarnish and build a little stand for it so that kids can climb into it. Cilla told him to save receipts, but he waived that off, so we don't expect any expense. The next step is the interactivity component. The ash tree was removed.
- Strategic Planning Committee – no report
- COVID Education- no report

OLD BUSINESS

- Trustee opening – Mary M spoke with Dick Rose to make suggestions, particularly where grounds are concerned. He suggested Tom Becker, and Emily Garrick. In addition, with regard to officer nominations, Mary M suggested Nancy Padak as incoming President and Amy Anderson as VP.
- Secretary opening – this discussion was tabled for the time being.
- Nancy moved to accept Paul Andrews as a new member, Cilla seconded, and the motion was approved.

NEW BUSINESS – no new business.

ADJOURNMENT – Mary M adjourned the meeting at 7:55 PM