

LAKESWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
February 15, 2022 7 p.m.

I. CALL TO ORDER/ROLL CALL

Present:

- A. Nancy Padak (President)
- B. Chris Swanson (Secretary)
- C. Amy Anderson
- D. Paul Andrews
- E. Apryl Troutman
- F. Lisa Schutte
- G. Mary McCague
- H. Mary Seger
- I. Bob Lingle
- J. Shannon Taylor (Director)

Absent:

- 1. Bill Burley
- 2. Lisa Yagg

Nancy called the meeting to order at 7 p.m.

II. Additions/Corrections to Agenda

None

III. SECRETARY'S REPORT

Paul made a motion to approve the December 9, 2021 minutes, which was seconded by Amy. The motion passed unanimously.

IV. TREASURER'S REPORT

The library will need to start looking for a new bookkeeper. The current bookkeeper is leaving the area in June.

The position will be advertised on the library's Facebook page as a first attempt.

The Outstanding insurance payment has been received

V. DIRECTOR'S REPORT

No comments were made on the report

VI. STANDING COMMITTEE REPORTS

A. Library Development Committee

i. Due to the number of donated books on hand, the book sale will be moved up to April

ii. Updates on potential fundraisers

(1) June - BMF events is tentatively planning a night time glow run on 6/25.

There is the potential for the library to split the proceeds of this event. The next step is to see how the library can assist.

(2) Chicken BBQ - May 8th, 15th, and 22nd are available. The library will request 375 chickens for May 22nd from 3-6. The costs have gone up slightly due to eco friendly packaging so the new ticket price is \$15. Side dishes will be selected at the next board meeting.

(3) Southern Tier Brewery no longer adds new fundraisers to their current slate, but the Distillery could have the library guest bartend at a Fri-YAY! event. Lisa S. will find out how successful Creche's similar fundraiser was.

(4) Give Big planning will start in the coming months

B. Marketing/Publicity Committee

i. No report

C. Personnel Committee

i. One of the two new hires fell through due to failure to report to work or respond to calls. The position will not be posted again. Hours and wages have been rebalanced accordingly.

D. Grounds and Facilities Committee

i. No report

E. Strategic Planning Committee

i. Community Survey

Responses were consistent with past results

F. Finance Committee

i. No report

G. Education and Outreach

i. Shannon made a connection with SWCS to get more kids to story time

VII. OLD BUSINESS

- A. Paul followed up on what was done for landscaping/gardening in the past and it may be necessary to hire a landscaping service going forward.
- B. The topic of the town community center next to the library is still being floated, however no plans are in motion. This may warrant further discussion by the board.
- C. There is still considerable misinformation in the community about the library's available financial resources. The perception is that the library has a lot of money at its disposal, which is not the case. The library needs to do some outreach to set the record straight.

VIII. NEW BUSINESS

- A. 2022 Budget
 - i. Shannon reallocated money from employment expenses to cover unexpected facilities/maintenance expenses.
 - ii. The 2022 budget is a reduction from the 2021 budget.
 - iii. Lisa Yaggie made a motion to approve the budget, which was seconded by Mary S. The motion passed unanimously.
- B. 2022 Holiday Closings
 - i. Shannon proposes to keep the same holiday closings as last year. Holidays that fall on weekends will be observed on the adjacent weekday.
 - ii. A motion was made by Chris to approve Shannon's proposal, which was seconded by Amy Anderson. The motion passed unanimously.
- C. Policy Review – Collection Development and Reconsideration of Library Materials
 - i. CCLS is urging libraries to revisit policies regarding materials. Shannon and Nancy will recommend some enhancements at the next meeting.
- D. Building Issues
 - i. A toilet separated from the floor so the planned bathroom renovation is being expedited. The library will need to fund the project out of pocket until the grant money is released.
 - ii. The roof leak has not stopped. Jamestown Roofing and Servepro will be on site on Wednesday 2/16 for further investigation. The insurance adjuster selected a plan to remove all books and furniture from the main section, to be taken off site for

safe storage. The building will be specially heated for 7-10 days to try to dry out the roof and determine the next steps.

iii. Shannon will ask Jamestown Roofing for quotes on adding a pitch to the roof to prevent catastrophic leaks from happening again. The ceiling will need to be replaced.

iv. Options to replace the water damaged carpeting need to be investigated while the building is cleared out. Shannon will research some options and get estimates.

v. CCLS has taken all computers offsite to protect them. Library Directors should be provided with a laptop in the future to ensure business continuity.

vi. Shannon will select new paint colors

vii. The board commends Shannon for her management of the difficult facilities situation

IX. ADJOURNMENT

Paul moved to adjourn, seconded by Amy. Nancy adjourned the meeting at 8:14 p.m.