

LAKESWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
March 15, 2022  
(Meeting held online via ZOOM)

**MINUTES**

**I. CALL TO ORDER/ROLL CALL**

President Nancy Padak called the meeting to order at 7:02 pm.

*Attending:* Board Members Amy Anderson, Paul Andrews, Bob Lingle, Mary McCague, Nancy Padak, Lisa Schutte, Mary Seger, Apryl Troutman, Lisa Yaggie and Library Director Shannon Taylor. *Absent:* Bill Burley, Christine Swanson

**II. SECRETARY'S REPORT**

Approval of February 15, 2022 minutes was moved by Paul, seconded by Apryl and passed by unanimous voice vote.

**III. TREASURER'S REPORT**

Apryl noted she had sent out the latest report from Courier via email. Jason from Courier will be attending the next board meeting on April 19 to present the first quarter investment fund results.

**IV. DIRECTOR'S REPORT**

Deferred to the end of the meeting, to be covered under VII. A. Library Closure.

**V. STANDING COMMITTEE REPORTS**

**A. Library Development Committee**

Mary Seger said that fundraising activities such as the Annual Appeal letter and the spring Book Sale are on hold pending resolution of the current situation involving the roof leaks.

Other activities such as GiveBig, the May 22 chicken BBQ and the June 25 Glow Run are all still on. Nancy Padak polled the group to decide BBQ sides: winners were baked beans and cole slaw. Apryl said that the Glow Run had been approved by the Village to take place from 7-9 PM.

Mary Seger shared that Betsy Shepherd had suggested that any event (whether fundraiser or celebration) connected with our recent woes be titled "Raise the Roof."

**B. Marketing/Publicity**

Nancy said she felt we really need to reach out to the community and push information, especially regarding the current crisis. FaceBook, Instagram, update for PJ were all mentioned as well as email blasts. Mary Seger asked if all the emails provided by Annual Appeal donors had been added to our current mailing list; they had not. Accordingly Paul, seconded by Amy, made a motion to add those email addresses to the list. Approved unanimously.

Bob said he thought we should have a TikTok presence and that the current library, filled with empty shelves would be an eye-catching background. He will connect with Nichole Segreue to see if the ambassadors would take on a TikTok assignment for LML.

Mary Seger will also write a letter from the board to be posted on the website and emailed out to our list, being as clear and transparent as possible about our current situation, even if some elements are still unresolved and up in the air.

### **C. Personnel**

Amy made a motion, seconded by Lisa Yaggie, and unanimously approved by all, to offer Melanie Smith the opportunity to take on bookkeeping responsibilities in addition to her current work load.

The bookkeeping duties would be presented as an add on task, not incorporated into her job description. The duties would increase Melanie's hours from 22 to 24 a week and provide additional compensation of \$1.25 per hour, for a total hourly wage of \$15.

Nancy announced that Bill Burley will be leaving the board in June. Lisa Yaggie announced that she too will be resigning from the board in June. Joan Erickson and Lisa Stahlman-Colby were suggested as possible candidates. Paul will sound out Joan.

### **D. Grounds and Facilities**

Related issues will be addressed under VII. A. Library Closure

### **E. Strategic Plan**

No report

### **F. Finance**

No report

### **G. Education and Outreach**

No report

## **VI. OLD BUSINESS**

### **A. Policy Review**

#### **i. Collection Development**

Paul made a motion, seconded by Amy to add "sexual orientation" to the Censorship copy. Unanimously approved.

#### **ii. Reconsideration of Library Materials**

Mary Seger made a motion, seconded by Paul, to state that the board had reviewed and reapproved this policy. Unanimously approved.

#### **iii. Library Use Policy**

Nancy said that this is still a work in progress.

### **B. 259**

Nancy said that although our original plan was to go for additional 259 funding in the May 2023 vote, she now does not believe this is a reasonable option and we should defer until May 2024. Shannon assured the board that the budget will work at the current 259 funding level in 2023. Lisa Yaggie recommended that Shannon talk to Katie Smith to make sure each library knows what the other is doing with respect to 259.

There was a brief discussion about the need we now have to reestablish our community connections and build our profile back up. Nancy suggested forming a committee of

community members to advise us. Mary Seger suggested a possible name of Community Relations Committee.

## **VII. NEW BUSINESS**

### **A. Library Closure**

#### **i. Update on Repairs**

Shannon took the board on a **virtual tour of the library**, pointing out the areas where leaks had occurred, noting ceiling and carpet problems. She also said that new leaks had appeared after the original incident. She showed us a sample of a composite wood-look flooring material for which she has a quote of \$14,000 to refloor the entire library (exclusive of installation). Board members can call her cell to arrange a time to come into the library to look at the **floor sample** in person.

**Three roofing companies – Jamestown Roofing, A.W. Farrell and Klopp Construction** – have all looked at the roof and come up with three different possible explanations. Shannon said she is meeting with a **structural engineer on March 16** and we should have his report by the end of the week. Depending on what the report says, we may have to repair/replace the roof, repair/replace the ceiling, move/replace the HVAC system and replace the carpeting. If we question his report and feel it is not completely unbiased, we have the option to pay for a second opinion (likely no more than \$400). Brandon Maggio of Stone Hill is going to serve as our general contractor and will be monitoring the structural engineering reports.

Shannon also reported the difficulties she has had working our insurance company. After she complained about the unprofessional conduct of our first adjuster, we were assigned a new one.

Once we know what needs to be done, we need to determine how to pay for it. Insurance will cover some costs, but if we feel we need to do more, we can apply for a **NYS construction grant** which funds 75% of construction costs. Currently, we have one that was awarded for renovation of the three library bathrooms. However, Jan DeKoff says that we can add on to that grant, as long as we put our request in by **the deadline of March 31**. Apparently, there is a considerable amount of leftover grant money for which we could qualify. These grants don't cover repairs but would, for example, cover complete roof replacement and/or replacement of the HVAC system (which would also eliminate the ductwork and 4 massive return air pillars which clutter the library).

We also have the **option to tap into our investment funds** but need to determine exactly what funds are restricted. Paul believes the only restriction ever placed on funds is that they be used for capital improvements so that would not be a problem.

Nancy praised Shannon at the end of her presentation for keeping on top of all the many moving parts!

#### **ii. Staff Pay**

After an extended discussion, it was determined to continue paying the staff at their current levels until we have a timeline for repairs and know exactly how much longer the library must remain closed. **We will make a final decision at a special board meeting on March 31 at 5:30 pm.** The only agenda item will be staff pay.

**iii. Decision Making**

Nancy said it is likely that some decisions that might normally involve the whole board will have to be made quite quickly in the next few days and weeks. The board agreed to delegate such decision making power to the Executive Committee.

**VIII. ADJOURNMENT**

The meeting adjourned 8:54 pm.

Respectfully submitted,  
Mary Seger (substituting for Secretary Christine Swanson)

**Next Board Meeting: Thursday, March 31 at 5:30 pm.**