

LAKWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
April 19, 2022, 7 p.m.

I. CALL TO ORDER/ROLL CALL

Present:

1. Shannon Taylor (Director)
2. Nancy Padak (President)
3. Chris Swanson (Secretary)
4. Mary McCague
5. Lisa Yaggie
6. Paul Andrews
7. Amy Anderson
8. Bob Lingle - 7:23 p.m.

Absent:

1. Bill Burley
2. Lisa Schutte
3. Mary Seger
4. Apryl Troutman
5. Lisa Schutte

1. CALL TO ORDER/ROLL CALL

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

- a. Additions/Corrections to Agenda
 - i. Chris S. requested to add Give Big to the development committee section
 - ii. The minutes from the 3/29 special meeting need to be approved
- b. Welcome Guest: Jason Stronz – Investment Report

2. BOARD ELECTION

- a. Apryl Troutman is resigning, to be effective by the end of May
 - i. Mary McCague made a motion to accept Heidi Schwab as a board member, which was seconded by Paul. The motion passed unanimously.
 - ii. Amy made a motion to elect Heidi as Treasurer, which was seconded by Mary McCague. The motion passed unanimously.

3. SECRETARY'S REPORT –

- a. Approval of March 15, 2022 minutes.

i. Amy made a motion to approve the March 15th meeting minutes, which was seconded by Bob. The motion passed unanimously.

b. Approval of March 29th special meeting minutes.

i. Paul made a motion to approve the March 29th meeting minutes, which was seconded by Amy. The motion passed unanimously.

4. TREASURER'S REPORT

a. No report.

5. DIRECTOR'S REPORT

a. Deferred to Old Business

6. STANDING COMMITTEE REPORTS

a. Library Development Committee

i. Chicken Dinner

1. Nancy suggests postponing the chicken dinner due to the roof project. A more appropriate time may be for the grand reopening, so Nancy will check with Apryl about the financial impact and feasibility of postponing.

ii. Give Big - June 9th

1. The theme will be Raise the Roof

2. Amy suggests doubling the goal to \$10,000

3. Nancy will ask Mary Seger, Chris Swanson, and Lisa Schutte to form an ad hoc committee to coordinate various fundraising efforts for the duration of the roof emergency.

b. Marketing/Publicity Committee

i. Bob reports the ambassadors made their first promotional video

ii. As the library continues to be closed, Bob offered the bookstore as a site to host storytimes.

iii. The library should investigate any opportunities to do other pop up events, perhaps by leveraging Lakewood businesses or empty retail space on Chautauqua Ave.

iv. Chautauqua Institution Community Day is July 21st and is an opportunity for cross promotion with CCLS. Amy and Shannon will reach out to the D.E.I. committee at SWCS

c. Personnel Committee

i. No report

d. Grounds and Facilities Committee

i. No report

e. Strategic Planning Committee

i. No report

f. Finance Committee

i. No report

g. Education and Outreach

i. Amy and Shannon to work on ideas from pop up/outreach discussion

7. OLD BUSINESS

a. Policy Review

i. Library Use

1. Amy made a motion to accept the amended library use policy, which was seconded by Paul. The motion passed unanimously.

b. Library Closure

i. Status Update

1. The report from the insurance company is still delayed. The new ETA is Friday 4/22. Interior repairs cannot begin until that is approved.

2. Solar panels will be removed next Wednesday to commence roof repair.

3. The total out of pocket will be \$229,280 less the potential state grant of \$171,210, leaving a balance of \$59,070 that the library will owe regardless

4. Insurance will cover the carpets, acoustic panels, painting, and light fixtures at a to-be-determined amount.

5. A decision on flooring and paint will need to be made by the board when the insurance quote comes in. Board members will be asked onsite to evaluate.

ii. Staff Pay

1. Not all employees qualify for unemployment. There is an opportunity to reassign those employees to work on library projects through CCLS starting next week.

2. Other employees who are still working remotely need to be monitored to make sure that all paid hours are being worked. Employees must submit actual hours worked in writing and attest that they are accurate.

8. NEW BUSINESS

a. Upcoming Trustee Openings

i. Lisa Yaggie's and Bill Burley's seats will be open in a few months.

ii. Bob indicates that he had intended to leave after the end of his term, but would be willing to stay long enough to find a replacement.

b. By-Laws

i. Number of Board Members

1. There is a wide range of board sizes within CCLS. Most range from 5 to 11, but many have 9.

2. Paul made a motion to amend the bylaws to set the board size at 9 trustees going forward, which was seconded by Amy. The motion passed unanimously.

3. The proposed bylaw amendment will be submitted to the full board for action at the next regular meeting.

c. A nominating committee will be foregone as the current slate of officers is willing to run for the next term

9. ADJOURNMENT

a. Nancy adjourned the meeting at 8:32 p.m.