

LAKWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
May 17, 2022 7 p.m

I. CALL TO ORDER/ROLL CALL

A. Attendance

i. Present

- (1) Nancy Padak (President)
- (2) Chris Swanson (Secretary)
- (3) Shannon Taylor (Director)
- (4) Mary McCague
- (5) Mary Seger
- (6) Heidi Schwab
- (7) Paul Andrews
- (8) Bill Burley
- (9) Melanie Smith (Staff)

ii. Not present

- (1) Lisa Yaggie
- (2) Lisa Schutte
- (3) Bob Lingle

B. Nancy Padak called the meeting to order at 7:02 p.m.

C. Additions/Corrections to Agenda

i. None

II. SECRETARY'S REPORT -

A. Approval of April 19, 2022 minutes

- i. Paul made a motion to approve the April minutes, which was second by Bill. The motion passed unanimously.

III. TREASURER'S REPORT

A. Northwest Signatory Resolution

- i. Chris made a motion to replace Apryl with Heidi as an authorized signatory on our Northwest accounts. The motion was seconded by Paul and passed unanimously. *Be it resolved that the signers for any and all Northwest accounts for the Lakewood Memorial Library are Nancy Padak and Heidi Schwab. Apryl Troutman is no longer authorized for this purpose.*

B. TD Ameritrade Resolution

- i. Paul made a motion to add Heidi to the TD Ameritrade account and remove Apryl. The motion was seconded by Mary Seger and approved unanimously.

IV. DIRECTOR'S REPORT

- A. Melanie provided some programming updates.

- i. A new book club for adults will be started this summer.
- ii. The theme for the kids reading program is Oceans of Possibilities and will kickoff in June.
- iii. As the library continues to be unusable, an alternate space is sought for meeting on rainy days, such as the Quonset hut or the Village hall.
- iv. Melanie is evaluating the Northstar Digital Literacy program. A prospective grant could help fund this initiative and provide 2 new computers. The library could offer a wide range of programs such as basic computer literacy, online research, and coding.

V. STANDING COMMITTEE REPORTS

A. Library Development Committee

i. Give Big CHQ

(1) Chris suggests setting the fundraising goal for GiveBig at \$5000 based on previous years results and the challenge of not having any foot traffic at the library.

(2) Board members will be encouraged to donate during the 716 window.

(3) Give Big will focus on making the best of the roof disaster to repair the library to a better state than it was before the roof leak. Highlighted items will be carpeting and paint, though the funds will not be restricted.

(4) Any special projects for an artistic partnership with SWCS need future investigation beyond the scope of Give Big.

ii. Other Fundraising

(1) Mary Seger is working on donor letters

(2) Glow Run is still on track and a list of tasks to support the event is expected.

(3) Nancy suggests planning a fall chicken dinner. Paul recommends a Bills away game Sunday.

(4) The process of applying for local grants will begin immediately

(5) There could be potential to work on federal grants in conjunction with the school district.

B. Marketing/Publicity Committee

i. Bill will work on press releases for GiveBig and summer reading once details are sent to him.

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. No report

VI. OLD BUSINESS

A. Library Closure

i. Repair Status Update

(1) The roof is replaced except for the metal flashing, which should arrive in about 3 weeks.

(2) Shannon is seeking a letter to document the validity of the roof warranty before the solar panels will be reinstalled.

(3) Mary McCague made a motion to spend up to \$6000 to recarpet and paint the heritage room. The motion was seconded by Mary Seger and approved unanimously.

(4) The insurance company has assigned an attorney to subrogate the faulty HVAC installation. The chance of recovery is small but an attempt will be made nonetheless. The installation was done in 2008.

ii. Insurance Claim Status Update

(1) The insurance claim is stalled by a discrepancy between the repair estimates from Servepro and IRC.

iii. Elected Leaders Letter

(1) Nancy will send Shannon the final draft of the letter explaining the roof situation to local leaders and elected officials. Shannon will send out as soon as possible.

B. Proposed By-Law Amendment – Number of Trustees

i. Paul moved to approve the following amendment to the bylaws. The motion was seconded by Nancy and passed unanimously.

4. BOARD OF TRUSTEES

a. The library shall be governed by a Board of Trustees. The Board shall consist of ~~eleven (11)~~ nine (9) members, elected for terms of three (3) years each.

C. Upcoming Trustee Openings

i. The last meeting for Bob, Bill, and Lisa Yaggie is next month. One opening remains to be filled.

VII. NEW BUSINESS

A. None

VIII. ADJOURNMENT

A. Nancy adjourned the meeting at 8:29 p.m.