

LAKESWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
June 21, 2022 7 p.m.

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

Present

- Nancy Padak (President)
- Mary McCague
- Paul Andrews
- Christine Swanson (Secretary)
- Heidi Schwab
- Amy Anderson
- Lisa Schutte
- Shannon Taylor (Director)
- Melanie Smith (Staff)
- Rob Kocur (Guest)

Absent

- Mary Seger

A quorum was determined to be present and Nancy called the meeting to order at 7 p.m.

A. Additions/Corrections to Agenda

None

B. Welcome Guest: Rob Kocur – Financial Review

**II. SECRETARY'S REPORT –**

A. Approval of May 17, 2022 minutes

Paul made a motion to approve the May minutes, which was seconded by Heidi and approved unanimously.

**III. TREASURER'S REPORT**

A. QuickBooks Recommendation

Heidi and Shannon adjusted the Quickbooks permissions to better fit users' roles. Heidi suggests moving from the desktop to the online version of Quickbooks. This will permit remote access to up to 5 users and provide other functionality. The cost for the desktop version is \$78 for 3 years whereas the online version is \$75 per year.

Amy makes a motion to switch to online Quickbooks, which was seconded by Nancy and approved unanimously

Heidi recommends adding Shannon as a trusted contact on the Ameritrade account, which will allow discussions with Jason without the ability to authorize transactions. The board is in agreement (no motion required).

Paul made a motion to approve the 2021 Form 990, which was seconded by Mary and approved unanimously.

#### **IV. DIRECTOR'S REPORT**

Melanie has been staffing the LML table at the Lakewood Farmers' Market, selling used books and collecting donations.

The summer reading program will begin soon under the library's tent on the library grounds.

A new grant application was submitted for a monthly arts program

#### **V. STANDING COMMITTEE REPORTS**

##### **A. Library Development Committee**

###### **■ Give Big CHQ**

The library took in \$3766 from 40 donors

Amy will arrange postcards for thank you notes and Lisa will donate postage.

###### **■ Other Fundraising**

No updates have been received for the Glow Run; Nancy will follow up.

The next chicken dinner will be Thursday, September 8th from 5-7 p.m. This coincides with a Bills away game.

The annual appeal has begun netting donations.

##### **B. Marketing/Publicity Committee**

The SWCS football team will be bringing the books and furniture back to the library from storage. PR opportunities will be explored through outlets such as the Post-Journal, WJTN, and SWCS.

##### **C. Personnel Committee**

No report

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

No report

E. Strategic Planning Committee  
No report

F. Finance Committee  
No report

G. Education and Outreach  
No report

**VI. OLD BUSINESS**

A. Library Closure

The roof is complete; painting and HVAC are in progress. Carpet and bathrooms will follow. The solar panel reinstallation is awaiting written confirmation from the roof manufacturer as to the warranty. The estimate for reopening is at the end of July.

**VII. NEW BUSINESS**

A. The LML will pursue a Student Trustee position. Amy will follow up on a candidate.

B. Grand Reopening

The Grand Reopening is tentatively scheduled for Saturday, July 30th from 2-4 p.m. outside the library. Shannon will follow up to confirm the feasibility of the date. A subcommittee will be formed to plan the event, which will include Amy, Heidi, and Mary Seger.

**VIII. ADJOURNMENT**

Nancy adjourned the meeting at 8:16 p.m