

LAKESWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
July 19, 2022

I. CALL TO ORDER/ROLL CALL

Attendees

- A. Nancy Padak (President)
- B. Amy Anderson
- C. Paul Andrews
- D. Chris Swanson (Secretary)
- E. Heidi Schwab
- F. Mary McCague
- G. Mallory Lohnes (Student Trustee)
- H. Shannon Taylor (Director)
- I. Mary Seger
- J. Lisa Schutte

Nancy Padak called the meeting to order at 7:01 p.m.

- A. Additions/Corrections to Agenda

Under old business, the trustee opening discussion will be changed to a vote on Julie Toennis' application to join the board.

- B. Welcome new Student Trustee Mallory Lohnes

II. SECRETARY'S REPORT

Paul made a motion to accept the June 21st minutes, which was seconded by Heidi. The motion passed unanimously.

III. TREASURER'S REPORT

Heidi reports that the migration to Quickbooks online will occur the 1st week in August.

IV. DIRECTOR'S REPORT

Nancy Padak made a motion to select Travelers as the carrier for the D&O insurance with an annual premium of \$1,014. The motion was seconded by Paul and passed unanimously.

The carpet installation on the north half of the library is in progress. Installation of the carpet in 3 phases should take 3-4 days per phase. The stacks can be reinstalled once the carpeting is in. The Lakewood DPW stepped in on short notice to move the shelves to enable the first phase of the carpet installation.

The reinstallation of the solar panels is awaiting documentation from Farrell Roofing that the 20 year roof warranty will not be violated. The solar panels will not penetrate the roof so there is no expected impact; however, Nancy Padak will follow up with Farrell Roofing regarding documentation.

HVAC installation is in progress. Jamestown Heating and Air is assisting with managing the costs of the corresponding electrical work.

The acoustic tiles in the main section of the library are out of production so tiles will be taken from the office area to fill in as needed in the main area. Different tiles can be used in the other areas.

The bathroom installations will begin as soon as that area of the library is accessible. The ADA accessible family bathroom will be completed first. The library can be reopened before the other bathrooms are complete.

The status of the construction grant should be known by the end of July.

V. STANDING COMMITTEE REPORTS

A. Library Development Committee

i. Chicken BBQ

The library has contracted for 350 meals at \$8.17 per meal for Thursday, September 8th from 5 to 7 p.m. The sale price will be \$15 per meal.

Nancy will look into getting a dessert truck.

The event will be advertised through local businesses, the Lakewood farmers' market, the SWCS school district, and local media.

ii. Other Fundraising

Lisa Schutte will speak to Lynn Trathen about library themed merchandise that could be sold to benefit the library

iii. Annual appeal

The 2022 appeal has surpassed previous years with 95 donors, 11 of which are new. Amy Anderson is working on printing thank you postcards for GiveBig

B. Marketing/Publicity Committee

i. No report

C. Personnel Committee

i. No report

D. Grounds and Facilities Committee

i. No report

E. Strategic Planning Committee

i. The strategic planning committee will meet this week

F. Finance Committee

i. No report

G. Education and Outreach

i. No Report

VI. OLD BUSINESS

A. Trustee Opening

i. Paul made a motion to accept Julie Toennis to join the board. The motion was seconded by Amy and passed unanimously.

B. Standing Committees

i. The personnel, finance, and executive committees will merge.

ii. The library bylaws need to be amended to correctly state the service area for the library.

iii. Bylaw amendment processes will begin at the August meeting.

iv. Amy recommends dissolving the Education and Outreach committee because Melanie and Shannon are covering this work.

v. Paul Andrews and Mary McCage will join the Grounds and Facilities committee

vi. The Library Development will be combined with Marketing/Publicity and include Julie Toennis, Mary Seger, and Lisa Schutte

C. Board Meeting Times

i. The 3rd Tuesday of the month at 7 p.m. will be kept going forward

D. Library Closure

i. Repair Status Update

Covered above

E. Grand Reopening

- i. The grand reopening cannot be planned effectively without a target reopening date. More should be known by 7/25.

VII. NEW BUSINESS

The secretary will gather and send out updated board contact info

VIII. EXECUTIVE SESSION

- A. Nancy moved to go into executive session to discuss a personnel matter, which was seconded by Paul and approved by unanimous consent.
- B. The executive session began at session at 8:14 and ended at 8:25 p.m

IX. ADJOURNMENT

Amy made a motion to adjourn which was seconded by Chris. Nancy adjourned the meeting at 8:28 p.m.

Lakewood Memorial Library
July 19th, 2022
Executive session minutes

The executive session began at 8:14 p.m. and ended at 8:25 p.m

To compensate Shannon for the unpaid hours that were worked throughout the facilities crisis, the board approves a full week of compensatory time off in 2022, a half day of compensatory time off per week through the end of 2022, and a \$1000 bonus, net of taxes.