

LAKWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
August 18, 2022

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

- A. Present
  - i. Nancy Padak (President)
  - ii. Mary McCague
  - iii. Mary Seger
  - iv. Paul Andrews
  - v. Chris Swanson (Secretary)
  - vi. Shannon Taylor (Director)
  - vii. Amy Anderson
  - viii. Julie Toennis
- B. Absent
  - i. Lisa Schutte
  - ii. Mallory Lohnes
  - iii. Heidi Schwab

A quorum was determined to be present and Nancy called the meeting to order at 7:01 p.m.

**C. Additions/Corrections to Agenda**

The agenda will be corrected under board elections to say terms expiring in June 2022 instead of 2021

**II. BOARD ELECTIONS**

- A. Chris made a motion to reelect Paul Andrews, Mary Seger, and Nancy Padak to three year terms. The motion was seconded by Amy and passed unanimously.
- B. The nominees for officers July 2022-June 2023 are:
  - i. President: Nancy Padak
  - ii. Vice President: Amy Anderson
  - iii. Treasurer: Heidi Schwab
  - iv. Secretary: Chris Swanson
- C. Mary Seger made a motion to appoint the slate of nominees Nancy Padak for President, Amy Anderson for Vice President, Chris Swanson for Secretary, Heidi Schwab for Treasurer. The motion was seconded by Mary McCague and passed unanimously.

### **III. SECRETARY'S REPORT**

Paul made a motion to approve the July 19, 2022 minutes. The motion was seconded by Mary Seger and approved unanimously.

### **IV. TREASURER'S REPORT**

No report

### **V. DIRECTOR'S REPORT**

- A. Servepro and Selective have not come to an agreement regarding the disputed charges. Selective offered to split the difference with Servepro 50/50. Servepro countered with an offer to split 75 Selective/25 Servepro. Selective rejected the counter offer. Servepro has yet to respond.
- B. Servepro has 20 days from August 15th to select an appraiser. Servepro did not submit any new documentation to justify the charges.
- C. The library's attorney confirmed that Servepro does not have a legal right to hold the books. In order to file a lawsuit, the filing fees would be at least \$500 and take 2-3 weeks.
- D. The books in storage are valued at \$539,000.
- E. The library can begin to explain the delay to the public, but the recommendation is to wait for a response from Servepro. The library will wait one week from today before reaching out to the local media. Shannon will draft a letter to Servepro and press release for attorney review. Shannon will ask for proof of communication from both parties to help explain the timeline of the dispute.
- F. Paul made a motion to allow payment of up to \$500 in legal fees for writing a letter to Servepro and reviewing the text of statements for public relations. The motion was seconded by Amy and passed unanimously.
- G. Amy made a motion to schedule a soft opening on September 8th regardless of the status of the books. The motion was seconded by Chris and passed unanimously.
- H. Reshelving will probably take 2-3 eight hour days and will require trained personnel. CCLS can assist.
- I. Many Services can be offered during the soft opening phase:
  - i. Free books in vestibule
  - ii. New books that have arrived since shutdown
  - iii. Small book sale and accepting of donations

- iv. Tours of the renovation
- v. Exhibits in the Heritage Room
- vi. Magazines and newspapers
- vii. Books from interlibrary loan
- viii. Computers are stored at CCLS and can be available
- ix. Programming such as book clubs, scrabble, story time.
- J. Mary Seger suggests a sign for the Joseph M Johnson History Room. Jodi and Mary McCague will follow up.

## **VI. STANDING COMMITTEE REPORTS**

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

The September chicken BBQ had to be canceled but will likely be rescheduled for later in the fall.

### **B. Executive Committee**

Paul made a motion to update Melanie's job title from Library Assistant to Library and Administrative Assistant. The motion was seconded by Amy and passed unanimously.

### **C. Grounds and Facilities Committee**

No report

### **D. Strategic Planning Committee**

The vote on 2023-2026 Strategic Plan was deferred to September

## **VII. OLD BUSINESS**

- A. Library Closure and Grand Reopening - covered under Director's Report

## **VIII. NEW BUSINESS**

### **A. By-Law Revisions**

- i. Section 2 will be amended to state “The purpose of the organization is to provide superior services to the residents of the library’s Legal Service Area and the community members at large.”
- ii. Section 7a will be amended to state “The Executive Committee shall consist of the officers of the Board. The Executive Committee will serve as the Personnel Committee and the Finance Committee.”
- iii. Section 7c will be removed as the finance committee was combined with the executive committee.
- iv. Sections 7c through 7f will be re-lettered accordingly

**B. Security System**

Due to increased vandalism in the neighborhood and noted abuse of the book drop, Shannon will investigate options for security cameras.

**IX. ADJOURNMENT**

Nancy adjourned the meeting at 8:10 p.m.