

**Lakewood Memorial Library
Board of Trustees Meeting
June 18, 2024, 5:30 p.m.**

CALL TO ORDER/ROLL CALL

Present

1. Mitch Klein
2. Chris Swanson (Secretary)
3. Shannon Taylor (Director)
4. Paul Andrews
5. Nancy Padak (President)
6. Mary McCague
7. Maria Malmström
8. Lynn Kinnear
9. Nicholas Spry
10. Mary Seger

- Nancy Padak called the meeting to order at 5:33 p.m.
- This is the final meeting for long standing board members Mary Seger, Paul Andrews, Mary McCague. We thank them for their many years of service to the LML.
- An item will be added to New Business regarding a potential bequeathment to the Library.

BOARD ELECTIONS

- Upon the expiration of Lynn Kinnear's current term, Mary McCague made a motion to elect Lynn to a full 3 year term. The motion was seconded by Mary Seger and passed.
- Lynn Kinnear made a motion to elect the following slate of officers for July 2024 to June 2025. The motion was seconded by Maria and passed.
 - Nancy Padak - President
 - Nick Spry - Vice President
 - Mitch Klein - Treasurer
 - Chris Swanson - Secretary
- The candidates for the three vacant board seats are Jade Barber, Lissa Vanderwark, Lisa Yaggie.
- Mary McCague made a motion to elect Jade and Lissa to 3 year terms and Lisa to serve the remaining one year on Mary McCague's term. The motion was seconded by Lynn Kinnear and

passed.

SECRETARY'S REPORT

- Paul made a motion to approve the April 16, 2024 minutes, which was seconded by Lynn Kinnear and passed.

TREASURER'S REPORT

- The investment portfolio is in a strong position, as is the market overall. It is recommended that the planned \$15,000 distribution be increased to \$20,000 to cover the unexpected replacement of the hot water tank plus the increased costs being incurred due to the popularity of the library's programs. This would not touch the principal of the account.
- Mary McCague made a motion to approve an investment account distribution of \$20,000, which was seconded by Paul. The motion passed.

DIRECTOR'S REPORT

- Shannon recommends applying for annual NYS Construction Aid to improve the ADA accessibility of the library in 2025. The cost to upgrade the 3 doors would be \$40,000, of which the LML would be responsible for 25% of the costs. There are a number of regular library patrons who use wheelchairs.
- The cost to upgrade the lighting in the main area is estimated at \$98,000. The quote for the lighting addition is \$14,000. Both upgrades would be more energy efficient.
- For all of the quoted projects, the library's costs would be \$38,000, though lower quotes could still be found.
- Paul made a motion for Shannon to move forward with the grant applications with the knowledge that the plan can be adjusted if cost estimates change or are no longer feasible. Mary McCague seconded the motion and it passed.
- The State has dramatically decreased the Bullet aid to CCLS libraries. Shannon would like to use these funds to purchase new staff chairs that are properly ergonomic, standing desks, mobile library tables, and replace the yellow chairs, which date to the 1970's and are no longer sufficiently sturdy. The full cost is \$12,610. These expenditures will be reevaluated as more is known about the Bullet Aid distribution within the CCLS system.

STANDING COMMITTEE REPORTS

- Library Development Committee
 - The Annual Appeal is going strong
 - The fall fundraiser (gala) committee is meeting Saturday
 - The May book sale was successful, yielding \$1100
 - Give Big yielded \$2,600. In future years, the library should bring back the donation matches and some other strategies to drive donations.

- Executive Committee
 - Performance evaluations are complete for the year.

OLD BUSINESS

- The 259 vote passed in May with the SWCS budget

- Patron Conduct Policy
 - Paul made a motion to approve the policy as proposed, with the alteration of the penultimate paragraph to end in “library policies have not been followed”. The motion was seconded by Maria and passed.

- Security Cameras
 - Paul made a motion to approve proceeding with the work itemized in the quote from FSC to add new exterior cameras with the exception of the optional interior camera. The motion was seconded by Mary McCague and passed.

NEW BUSINESS

- A neighbor’s tree has dropped large branches and more are overhanging the library building. The quote to trim the branches over LML property is \$800. The full quote to take down the tree is \$1,800.
 - Paul made a motion to approve up to \$800 to trim the tree. Mary Seger seconded and the motion passed.

- The meeting time going into the fall will be determined when new board members arrive. The next meeting will be Tuesday 8/20 at 5:30 p.m.

- The strategic plan includes a board self evaluation and will be done in December.

- A patron would like to leave the LML money on her passing. The funds would be restricted to providing large print books. Mary Seger made a motion to accept the donor restricted funds. The motion was seconded by Paul and passed.

ADJOURNMENT

The meeting adjourned at 7:04 p.m.