

LAKWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
August 20, 2024 5:30 PM

CALL TO ORDER/ROLL CALL

A quorum was determined to be present at 5:31 and Nancy Padak called the meeting to order.

Additions/Corrections to Agenda:

The patron conduct policy under Old Business will be tabled until October to give the board time to review.

Discussion to expand the Construction Grant will be added to Old Business

Present

- Nancy Padak (President)
- Chris Swanson (Secretary)
- Shannon Taylor (Director)
- Maria Malmström
- Nick Spry
- Mitch Klein
- Lynn Kinnear

Absent

- Lisa Yaggie (arrived mid meeting)
- Jade Barber
- Lissa VanDerwark

SECRETARY'S REPORT

Lynn made a motion to approve the June 18, 2024 and June 26, 2024 minutes. The motion was seconded by Maria and passed unanimously.

TREASURER'S REPORT

No report

DIRECTOR'S REPORT

Library attendance and circulation continue to surpass previous years. Finances are on track with the

overall budget.

STANDING COMMITTEE REPORTS

The annual appeal receipts from individuals are at expected levels. The appeal will be expanded this fall to extend invitations for local businesses to sponsor specific programs or services.

Donors for the Books, Bites, & Bids (September 20th Gala) raffles are being sought. Each board member is asked to donate a bottle of red and white wine for a basket.

The November book sale will occur on the 7th through the 9th.

Executive Committee

The Program Director is leaving for another role and a current library employee will be promoted into the Program Director position. The library will need to hire to backfill the vacated assistant position.

Lynn made a motion to advertise for a Library Assistant at minimum wage for 15-20 hours per week. The motion was seconded by Nick and passed unanimously.

Nick made a motion to amend the 2024 budget to reflect the changes in staff wages and adjust projections based on actual spending through July. The total budget will increase by \$200 to \$226,000. The motion was seconded by Lynn and passed unanimously.

Shannon has reached her 5 year anniversary as Executive Director. Lynn made a motion to increase Shannon's paid time off (including sick time) to 200 hours per year effective January 1st, 2025. The motion was seconded by Lisa Yaggie and passed unanimously.

Grounds and Facilities Committee

Mitch will handle grounds and facilities unless a committee needs to be formed in the future.

OLD BUSINESS

The regular meeting time will be switched to the second Wednesday at 6 p.m. every other month starting in October.

There is an opportunity to expand the construction grant application to include an accessible ramp/sidewalk to the terrace and a backup generator.

Nick made a motion to amend the application to include these items at an estimated cost of \$40,000. Quotes will be solicited. The motion was seconded by Maria and passed unanimously.

NEW BUSINESS

Nancy would like to reestablish two standing committees. Mitch has agreed to chair the Finance committee and Lisa has agreed to chair the Personnel committee. Nancy and Shannon will be members ex officio of both. Members of the community at large can serve on these committees.

The library will be closed for:

- The Books, Bites, & Bids Gala starting at 2 p.m. September 20th.
- Halloween starting at 5 p.m.
- Monday, December 23rd - Wednesday 25th
- January 1st, 2025

EXECUTIVE SESSION

Mitch made a motion to enter executive session to discuss a personnel matter. The motion was seconded by Nick and the meeting entered executive session at 6:49 p.m.

Nancy made a motion to leave executive session. The motion was seconded by Lisa and the executive session ended at 6:56p.m.

ADJOURNMENT

Nancy made a motion to adjourn at 6:56 p.m. The motion was seconded by Lisa and the meeting adjourned..