

LAKWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

October 15, 2024

6:00 PM

CALL TO ORDER/ROLL CALL

A quorum was determined to be present at 6:02 p.m. and Nancy Padak called the meeting to order.

Present

- Nancy Padak (President)
- Chris Swanson (Secretary)
- Shannon Taylor (Director)
- Mitch Klein
- Lisa Yaggie
- Lissa VanDerwark
- Nick Spry
- Maria Malmström
- Lynn Kinnear
- Jade Barber

A. Additions/Corrections to Agenda

None

SECRETARY'S REPORT

Lynn made a motion to approve the August 20, 2024 minutes. The motion was seconded by Maria and passed unanimously.

TREASURER'S REPORT

Mitch reports that the finance committee is preparing a draft budget for 2025 that will be presented to the board at the December meeting.

DIRECTOR'S REPORT

The library is continuing to outperform previous years in terms of circulation and usage.

The library will need donations and volunteers for the two Halloween events plus Christmas in the Village.

STANDING COMMITTEE REPORTS

Library Development Committee

- A fall annual appeal will be sent this fall to individuals who have donated in the past but not this year plus businesses.
- The Books, Bites, & Bids Gala was a success and raised just over \$8,000.
- The November book sale is on track for November 6-9.

Executive Committee

No report

Personnel Committee

The committee will meet before the December board meeting

Finance Committee

No report

Grounds and Facilities Committee

No report

OLD BUSINESS

The Patron Conduct and Library Use Policies will be combined into one policy. The definition of inappropriate behavior and escalation paths have been clarified.

Mitch made a motion to eliminate the current Library Use Policy, to be superseded by the Patron Conduct Policy. The motion was seconded by Nick and passed unanimously.

Mitch made a motion to approve the amended Patron Conduct Policy. The motion was seconded by Nick and passed unanimously.

NEW BUSINESS

Health and Safety Policy

Lynn made a motion to accept the policy with the addition of making the Library Director have final say on reinstatement of privileges. The motion was seconded by Jade and passed unanimously.

2025 Budget

The personnel and finance committees will review the current draft of the budget and provide input prior to the December board meeting. Minimum wage increases and health insurance will need to be accounted for.

Christmas bonuses

In past years the bonuses have been \$300 for full time and \$150 for part time, with taxes covered. Lisa made a motion that 2024 year end bonuses be \$300 for full time and \$150 for part time with taxes covered. Mitch seconded the motion and it passed unanimously.

ADJOURNMENT

Nick made a motion to adjourn at 7:00 p.m. The motion was seconded by Lynn and the meeting adjourned.