

LAKWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
October 15, 2025, 6:30 PM

CALL TO ORDER/ROLL CALL

A quorum was determined to be present and Nick Spry called the meeting to order at 6:32 p.m.

Present

1. Jade Barber
2. Maria Malmström
3. Nick Spry (President)
4. Chris Swanson (Secretary)
5. Lissa VanDewark
6. Mitch Klein
7. Kristin Melville
8. Lynn Kinnear (arrived after quorum)

Absent

1. Lisa Yaggie

Non voting

1. Shannon Taylor (Director)
2. Adam Hughes (Program Director)
3. Michelle Richau

SECRETARY'S REPORT

Kristin made a motion to approve the August 20, 2025 minutes. The motion was seconded by Jade and passed unanimously.

TREASURER'S REPORT

The planned distribution from investments will be taken to ensure cash flow through the end of the year.

DIRECTOR'S REPORT

Program Report

- Programming is on track to break records for the 3rd year in a row.
- LML is waiting to hear back from NYS about the construction grants. Applications have been submitted to local foundations to cover the library's portion of the costs.
- The home school program is very popular with increasing enrollment every week.
- After school programs are picking up with a variety of programs. Many attendees of these youth programs are checking out books to take home as well.
- The teen programming needs a revamp and may be shifted towards tweens.
- Author events have not been well attended so LML will not actively recruit authors for those types of events.
- Halloween events are coming up. Donations of toddler friendly snacks are especially needed, such as individual bags of goldfish and cheerios.

STANDING COMMITTEE REPORTS

Library Development Committee

- The Books, Bites, & Bids gala made over \$2,000 more than the previous year, yielding \$10,285.
- The end of year appeal will be sent out in November. Kristin provided a number of recommendations for the campaign based on her professional experience.
- Fall Book Sale is coming up. The entry fee for the opening night presale on 11/5 will be \$10. Refreshments will be cider and donut holes.
- The logo committee will meet on Tuesday, October 21st at 5:15 p.m.

OLD BUSINESS

Bylaw Amendment

The following amendment was proposed by the board at the August meeting and is being presented for ratification. Kristin made a motion to ratify the following amendment:

Bylaw 4(a) will read:

The library shall be governed by a Board of Trustees. The Board shall consist of between nine (9) and eleven (11) members, elected for terms of three (3) years each.

The motion was seconded by Lynn. The motion passed unanimously.

NEW BUSINESS

Holiday Bonuses

- LML is about \$3k under budget for staff wages.
- Mitch made a motion to allocate up to \$1200 for staff holiday bonuses. Kristin seconded the motion and it passed unanimously.

Trustee Applicants

Maria made a motion to elect Michelle Richau to the board term that began in July 2025 and ends in June 2028. The motion was seconded by Jade and passed unanimously.

New bylaw amendment:

Committees (section 7) will be changed to separate the finance committee from the executive committee:

7a will read: The Executive Committee shall consist of the officers of the Board.

To insert as 7c: A Finance Committee of at least three Board members, including the Treasurer, shall be appointed by the President for the purpose of reviewing the investment portfolio and making recommendations to the Board semi-annually or as otherwise requested.

Jade made a motion to recommend the bylaw, which was seconded by Michelle. The amendment will be presented for ratification at the December meeting.

Adjournment

Jade made a motion to adjourn the meeting. The motion was seconded by Lynn and the meeting adjourned at 7:17 p.m.

The next meeting is December 17th at 6:30 pm.