

LAKWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
April 15, 2026
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. Chris Swanson (Secretary)
2. Nick Spry (President)
3. Mitch Klein
4. Maria Malmström
5. Lissa VanDewark
6. Jade Barber
7. Lynn Kinnear
8. Lisa Yaggie
9. Michelle Richau

Absent

1. Olivia Derby

Nonvoting

1. Shannon Taylor (Director)
2. Adam Hughes (Program Director)

Additions/Corrections to Agenda

Record resignation of Kristin Melville under new business

SECRETARY'S REPORT

Jade made a motion to approve the February 11, 2026 minutes. The motion was seconded by Lynn and passed unanimously.

TREASURER'S REPORT

The February and March books are successfully reconciled and closed.

DIRECTOR'S REPORT

Shannon reports that bids for the construction project are roughly within the amount of the grants received, but it's possible that some library funds may be needed to complete the project. The library should not have to close during the construction work.

Maria made a motion to apply for a \$7k grant for operating expenses from the Ralph C. Sheldon foundation. The motion was seconded by Michelle and passed unanimously.

Program Report

Attendance numbers have recovered since the harsh January weather. A nutrition section has been added to the homeschool programs, in partnership with Cornell Cooperative Extension. Teens After Hours was very successful and the new programming for babies has expanded significantly. At least 207 people came to the baby animal petting zoo, and the summer reading program planning is underway.

STANDING COMMITTEE REPORTS

Library Development Committee

Nick will write the appeal letter for the spring fund raising drive. Volunteers are needed to stuff envelopes for the mailing.

The Spring Book Sale is scheduled for the 7th, 8th, and 9th of May. The preview event will occur on May 6th from 7 p.m. to 8 p.m with a \$10 door fee. Donations have been coming in and DVDs will no longer be accepted due to a surplus of inventory.

Books, Bites, and Bids

The gala fundraiser is scheduled for Saturday, September 26th. Jade will chair the committee, which will include Michelle, Nick, and Shannon.

Personnel Committee

The Staff Leave Policy is being updated to ensure compliance with NYS law. It will be presented at the next meeting for adoption.

Circulation Policy

A new circulation policy was proposed and reviewed (see appendix A).

Michelle made a motion to adopt the attached circulation policy. The motion was seconded by Maria and passed unanimously.

Logo Committee

The logo design is complete and the board was presented with 3 choices of font. Final tweaks to the font will be made for approval at the next meeting.

OLD BUSINESS

The 259 Referendum vote is May 19th.

NEW BUSINESS

The board accepts Kristin Melville's resignation from the board.

ADJOURNMENT

Lissa made a motion to adjourn. The motion was seconded by Lynn and the meeting adjourned at 7:26 p.m.

Next meeting date: June 17, 2026 at 6:30 p.m. and will include the LML Board Election.

APPENDIX

Circulation Policy

Library Card Sign Up

To sign up for a library card, visit the circulation desk, fill out an application online, or complete and return the paper application. Proof of identification is required. Acceptable documentation may include a driver's license, state ID, or other official documentation showing name and current address. There is no residency requirement to get a library card.

If standard proof of address is unavailable, temporary access can be granted. The Library can mail a confirmation postcard to the address provided. Once the postcard is brought to the library, a permanent card can be issued.

An online application permits temporary access (3 weeks) to the library's digital resources and allows holds to be placed on physical library materials. To switch the temporary card to a permanent card, provide proof of identification at the library or by email at info@lakewoodlibrary.org.

By signing up for a library card, you agree to obey all Lakewood Memorial Library policies.

Children under the age of 17 can sign up for a library card by the same means as stated above, except proof of identification is not required. It is recommended that a child card be linked to a parent or guardian's card. Parents or guardians assume financial responsibility for all materials borrowed on the child's card. Library materials and Internet access at the library are not restricted by age; parents or guardians have the sole right and responsibility to decide what is appropriate for their child, except as otherwise prohibited by law.

A Lakewood Memorial Library card works at all Chautauqua-Cattaraugus Library System (CCLS) libraries. Any duplicate library cards will be merged to the most recent account.

Online account access for renewals, holds, and account management is available at lakewoodlibrary.org. Sign in with the library card number or username and PIN. Call the Library at 716-763-6234 if you need assistance.

So that the Library can maintain accurate contact information, library cards must be renewed every year. Renewal can be done in person at the circulation desk, by phone, or by email by confirming the contact information on file.

Lost or Stolen Cards

Patrons are responsible for notifying the Library immediately if their card is lost or stolen. Failure to do so will result in the patron being held financially responsible for any charges incurred due to lost, stolen, or damaged items. Replacement cards can be obtained at no cost at the circulation desk.

Borrowing Privileges and Responsibilities

The library card holder is responsible for all materials checked out on their library card.

Borrowing privileges may be limited or blocked if:

1. Charges on the account exceed \$10.00;
2. Patron fails to return library materials;
3. Patron returns items in a damaged or unclean condition, including infestation or contamination;
4. Patron abuses other library privileges, including but not limited to inappropriate conduct on library premises or not adhering to library policies.

Lakewood Memorial Library is a fine-free library, but the Library charges for the replacement cost of lost materials or for materials damaged beyond normal wear and tear. Items are considered lost 6 weeks after the due date, and the library account is automatically charged the replacement cost for the item. Lost item charges are removed or refunded when the item is returned.

Fines or fees charged by other CCLS member libraries must be contested at the owning library.

Returning Library Materials

Library materials can be returned at the circulation desk during regular library hours or in the overnight bookdrop in the vestibule after library hours. Library materials can also be returned to any CCLS member library. Please note that Day Adventure Passes must be returned to Lakewood directly at the circulation desk during regular hours.

Loan Periods and Renewals

| Item Type | Loan Period and Renewals |
|--|---------------------------|
| New Adult Fiction | 2 weeks, up to 4 renewals |
| Books, Audiobooks, and Library of Things | 3 weeks, up to 4 renewals |
| DVDs | 1 week, up to 2 renewals |
| Day Adventure Passes | 1 week, no renewals |

An item can be renewed as long as it has not been renewed the maximum number of times and/or there is not a hold on it by another patron. An item cannot be renewed until 3 days before its due date.

Confidentiality

The Library complies with New York State law regarding the confidentiality of patron records. The law states: "Library records, which contain names or other personally identifying details regarding the users ... including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute." (CPLR 4509)