LAKEWOOD MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING

October 21, 2026 6:30 PM

Present: Lynn Kinnear, Lissa Vanderwark, Michelle Richau, Nick Spry (President), Nancy Padak (Secretary), Jade Barber (Vice President), Maria Malmstrom

Nonvoting Member: Shannon Taylor (Director)

Absent: Alex Moore (Treasurer); Lisa Yaggie, Olivia Derby

1. CALL TO ORDER/ROLL CALL

A. Additions/Corrections to Agenda: meeting room use to be discussed in New Business

A quorum was determined to be present. Nick Spry called the meeting to order at 6:37.

2. SECRETARY'S REPORT: Jade/ Maria moved to approve the August 19, 2026, minutes. Motion passed unanimously.

3. PERIOD FOR PUBLIC EXPRESSION (no more than 3 minutes per person): none

4. TREASURER'S REPORT: Financial position strong

5. DIRECTOR'S REPORT
   A. 2nd phase of lighting project will be completed next month. Library of things: $1000 from Sheldon and some additional $$ available. Checkout system is ready to use. Waivers will be required for dangerous materials. Advertising will begin soon.
   B. Program report: tomorrow night Trick or Treat for kids 5-11; Saturday morning for babies (0-4); volunteers needed. Coding club may be expanded.

6. COMMITTEE REPORTS

A. Library Development Committee

1. Books, Bites, and Bids: Earned $14,042. Feedback was good. Sponsorships have grown.

2. Fall Book Sale (11/ 5, 6, 7): Donations sought. Adam is helping with advertising. Bag sale, not box sale, on Saturday. Not doing sneak peek.

3. End of Year Appeal: Nick will prepare letter. Should be mailed by mid-November.

B. Executive Committee: no report

C. Personnel Committee: no report

D. Finance Committee: no report

E. Grounds and Facilities Committee: Lynn and Lissa tidied the Summit St. side of the library. Some fall planting has begun.

F. Policy Committee: Internal and external policies being revised, if necessary, to align with new state requirements.

G. Strategic Planning Committee: committee has begun work. Lynn/ Lissa moved approval of new mission statement. Motion passed unanimously.

"To provide opportunities for learning, discovery, creativity, and connections for our community."

7. OLD BUSINESS: none

8. NEW BUSINESS

A. Michelle/ Lynn moved adding the following to the financial policy. Motion passed unanimously.

"As long as the Director can balance the budget, the Director may shift up to 15% or $5,000 (whichever is less) out of, or into, any account. However, if more significant changes are to be made, the Director must present a revised budget to the Board for approval."

B. Meeting room use: The Board discussed a request from a political candidate to use the gallery room for a meeting. The Meeting Room Policy is unclear on this and will need to be revised.

C. Holiday bonuses: Michelle/ Lynn moved approval of the following holiday bonuses: $400 salaried, $300 full time hourly, $200 rest of staff, with these being the final amounts after taxes. Passed unanimously.

D. Due to staffing issues and few patrons visiting the library on Saturdays, the Board discussed closing the library on the Saturday after Thanksgiving (11/28). Maria/ Jade moved the closure; motion passed unanimously.

9. PERIOD FOR PUBLIC EXPRESSION (no more than 3 minutes per person): none

10. ADJOURNMENT: Michelle/ Lissa moved that the meeting be adjourned. Passed unanimously. The meeting adjourned at 8:20.

Next meeting date: December 16, 2026 at 6:30PM.

Respectfully submitted,

Nancy Padak, Secretary