

LAKEWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
August 1, 2019

MINUTES

I. CALL TO ORDER/ROLL CALL

President Mary McCague called the meeting to order at 6:30 pm.

Attending: Board members Mary McCague, Bill Burley, Karen Dennerlein, Bob Lingle, Cilla Menzies, Nancy Padak, Dick Rose, Mary Seger, Tom Townsend, Sharon Witchey, Lisa Yaggie and incoming Library Director Shannon Taylor.

A. There were no additions or corrections to the agenda at this time.

B. Mary McCague welcomed Shannon Taylor to her first board meeting prior to assuming her new position as Library Director on August 5.

C. Bill Burley initiated a discussion to settle details of a **meet and greet reception to formally introduce Shannon Taylor** to the community at large.

After some discussion, it was decided to hold the reception **at the library on Tuesday, August 27 from 5-7 pm**. The event will be open to the public at large, but special effort will be made to individually invite members of local government, area public library and school library librarians, SWCSD superintendent Maureen Donohue and representatives of the CCLS. It will be publicized via a press release, social media, and a sign at the library, which Sharon volunteered to make.

A **committee** was formed to decide additional details, such as food (an ice cream bar with brownies and/or cake was suggested) which includes **Bill Burley, Lisa Yaggie and Karen Dennerlein**.

II. SECRETARY'S REPORT

Approval of July 11, 2019 and July 22, 2019 minutes (amended to reflect correct board attendance) was moved by Nancy Padak and seconded by Sharon Witchey. Passed by unanimous voice vote.

III. TREASURER'S REPORT

Tom distributed copies of the **budget report**. He noted the \$8,500 loss for July, but said going forward monthly losses are to be expected, due to the way revenue is received. It was decided that Shannon will initiate a closer working relationship with bookkeeper Fran to more accurately assign contributions to the correct budget categories.

Tom also noted that although there were no expenditures for the director's salary for the past two months, Mary Miller has filed for unemployment, which will be a monthly expense of \$2,100 for 26 weeks.

Tom said according to the YTD budget sheet, the library is tracking the way it should so far this year.

There seemed to be some confusion about how the GiveBigCHQ and Library Fun Run revenues are being received and recorded and Mary McCague said that to the best of her knowledge, Striders had still not submitted an invoice for the Fun Run. Nancy Padak will look to see if there is an existing policy or system for how checks are recorded and processed.

Tom then distributed the **Investment Report**, emphasizing as always that the \$35,000 earned year to date by the portfolio may not reflect future performance and the report will always fluctuate month to month and quarter to quarter.

He again suggested that we bring Jason Stronz of Courier Capital to address the board as he did last year, and it was determined that should happen at the October board meeting.

Tom ended by stating that at some point, the board may want to have a discussion about possibly leveraging the investment funds in any of a number of ways. He gave the example that if Mike Jones of CCLS recommended upgrading all the LML computers at once, investment funds could be used to make that possible.

Mary McCague seconded by Cilla Menzies moved to accept the report, a motion unanimously approved by voice vote.

IV. DIRECTOR'S REPORT

There was no formal report per se, but Mary McCague again circulated a report by Joyce Moskwa detailing library programs and attendance in the month of July.

Cilla said that, in future, she would very much like to see director's reports that provided more actionable information. Nancy Padak also asked for action-oriented reports. Cilla also suggested that it would be very helpful to have board packets prepared for each meeting.

V. STANDING COMMITTEE REPORTS

A. Library Development Committee

a. Fall Fundraiser. Mary Seger circulated copies of the final proofs for the Fall Fundraiser invitation. She plans to order 260 invitations and have them drop in the mail by Aug. 17. She will send out the invitation spreadsheet (which currently has 249 names) to the board at large to see if anyone has any additions.

b. GiveBigCHQ. Shannon Taylor stated that she had received **recommendations for patio furniture** to be purchased using the \$2,600 in funds generated by the online fundraiser. She had determined that the furniture suggested did not meet the library's needs. She and Sharon Withey will meet with Jon VanderMolen of Lakewood Furniture to see if other options are available. Tom Townsend said that if the price of the furniture eventually selected exceeds the funds available, it is possible that we could make up the difference using existing library financial resources.

B. Marketing/Publicity Committee

a. Press releases. Sharon Withey said she would **write press releases for the appointment of the new director and for the Fall Fundraiser** if she was provided with the pertinent information. Mary Seger said she would provide information for the Fundraiser in a press release format which Sharon could then edit. Mary asked that the Post Journal release be given to the paper on August 10, to improve the chances of it running before invitations mail on August 17.

b. Dragon Boat Races, Aug. 10, Celoron. Karen Dennerlein said that LML had been approved to participate as a non-profit providing give-away items only. Mary McCague will

provide a tent, and Lisa Yaggie will provide 5 cases of Body Armor beverages as give-aways. Set up will need to occur around 8 am and the tent will be staffed by library volunteers until at least 3 pm. A table, chairs and some sort of ground cover for kids to sit on will be available. Sharon will provide bubbles and finger puppets for children's activities. Informational literature and children's materials (from extra summer reading program supplies) will be handed out, as well as library card applications.

c. Farmer's Market. Mary McCague took LML informational material to the market this week, which market coordinators were happy to display on the Market Master's table.

C. Personnel Committee

a. Staff bonus. The Committee proposed a \$500 bonus for each staff member to reflect the board's appreciation of how the entire library staff really stepped up to the plate and worked as a team to keep the library running smoothly in the absence of a full-time director for two months.

Tom Townsend moved that the board approve a bonus structured so that all staff members will net \$500 (or very close to that amount) after mandatory payroll deductions are made. Sharon seconded and approval was unanimous by voice vote.

D. Grounds and Facilities Committee

a. Churchill memorial. Cilla reported that work on the **amphitheater** was nearing completion and that Jason will be backfilling the area on Aug. 5. The pitch of the backfilled area will be mowable. There was some discussion of how to fill the spaces where the dirt fills and the general feeling was that decorative pebbles of some kind would be best. She also said that the amphitheater benefited from shade from the existing tree from 11 am until 3 pm, meaning that additional landscaping may not be needed. The details of any sort of formal dedication will be determined by the Churchill family, who is very happy with how the project is turning out.

b. Bike racks. Mary Seger reported that a **prototype** has been constructed but she has yet to see it in person. She will contact Ricky Turner about it, as it would be very nice to have them in place by the Fundraiser

Dick Rose said that Jason will be providing color samples for **staining the trellis** next week. He and Cilla will make the color choice. He also said that there is still an issue with a branch from the neighbor's **tree overhanging the solar panels**. However, the owners seem to be good library neighbors so hopefully the issue can be easily resolved.

E. Strategic Planning Committee

No report.

VI. OLD BUSINESS

A. Policy Reviews and Approval

Nancy Padak had previously distributed the Donations Policy (revised as per edits suggested at the July 11 meeting), the Library and Meeting Room Usage Policy, and the Whistleblower Policy via email. In connection with the Donations Policy, there was a brief discussion about memorial gifts, with Sharon suggesting that they all initially be deposited in one separate fund account. Tom agreed that we do need to "break down what

the buckets” are for such gifts so that LML can account for the stewardship of such funds, to track how they accumulate and how they are expended.

Mary McCague seconded by Mary Seger, moved approval of all three policies as submitted, which was carried unanimously by voice vote.

VII. NEW BUSINESS

A. Fire Alarm Panel

Mary McCague reported that the library fire alarm had twice gone off recently, once due to a child pulling it, and once for no discernable reason, and it was extremely difficult to shut off. Shannon said there was a third recent incident where it had started beeping. Mary McCague said she had learned that the panel is 25 years old and considered “antiquated.” It needs to be looked into and repaired if that is even possible or probably completely replaced. Lisa Yaggie said we should have the current provider, FSC Systems, evaluate the situation.

Nancy Padak said that she had attended a recent meeting about NYS construction grants and from what she had learned, it is possible that something like a new fire alarm panel would be eligible for a grant.

If a new panel is needed and exceeds \$500 in cost, we will need to get competitive bids.

Dick Rose raised the issue of **library staff/board relations**. He said that some staff members do not know current board members by name or by sight and vice versa. He felt there was a need for some activity or event to build positive board-staff relationships. There seemed to be general agreement in principle, but no decision was made on exactly how to accomplish this.

B. Library Card Sign-ups

Mary McCague said that Shannon had some ideas on boosting library card sign-ups. Shannon announced that September is Library Card Sign Up Month. She provided the following schedule of SWCSD Open Houses:

Kindergarten and Universal Pre-K	Aug. 28 @ 6 pm
Middle School	Sept. 11 @ 6 - 7:30 pm
Elementary	Sept. 12 @ 6 – 7:30 pm
High School	Sept. 18 @ 6 pm

LML usually staffs a table near the libraries at these events. When Nancy Padak was asked how many sign-up she got at the HS last year, she said “Maybe 6.” This led to a discussion of how to boost the numbers. Cilla suggested pulling in the Ambassadors who may have some good ideas and might even be able to staff the tables.

One issue is that getting a card is now a two-step process, requiring that a paper app be completed and then brought to the library. Ideally, people should be able to apply online. Shannon said she has a tablet that could be used for on-the-spot sign-ups, but only staff have access to that option at this point.

VIII. ADJOURNMENT

Mary McCague moved to adjourn the meeting at 8:30, seconded by Tom Townsend.

Respectfully submitted,
Mary Seger, Secretary

Next Board Meeting: Thursday, Sept. 12 at 6:30 pm at the library.