

LAKESWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
July 11, 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, Karen Dennerlein, Cilla Menzies, Nancy Padak, Dick Rose, Mary Seger, Tom Townsend, Sharon Witchey; *Absent:* Bill Burley.

Also present: Bob Lingle.

Although there were no additions or corrections to the agenda at this time, subsequently, the agenda was changed to move the two items under VI. New Business (A. Amendment to By-Laws, and B. New Board Member) to be dealt with after III. Treasurer's Report. There were also two items of discussion added under VI. New Business: A. Next Board Meeting and B. Ambassador Assistance with Student Library Cards.

Also, although there was no agenda item for a Director Report or Library Report, a statistical summary of June 2019 programs and attendance had been submitted by Joyce Moskwa to Mary McCague who circulated it for review after the Treasurer's Report.

II. SECRETARY'S REPORT

Approval of June 13, 2019 minutes was moved by Nancy Padak and seconded by Lisa Yaggie. Passed by unanimous voice vote.

III. TREASURER'S REPORT

Tom distributed copies of the **budget report and investment review**. In summary, he said that both the budget and the investments were "in good shape." He noted that investments would continue to go up and down but noted that we have a nice "cushion" sitting at NW Bank, due to receiving all the annual taxpayer funding in one lump sum in January.

Dick Rose questioned the "print material" expenditure but was assured the amount was in line with the total budget.

Mary Seger, seconded by Cilla Menzies, moved to accept the report which was unanimously approved.

Amendment to By-Laws

The By-Law to be amended is 4. b. concerning eligibility for the board of trustees. Nancy Padak read aloud the new wording to be voted on:

*Eligibility for office shall be limited to adults residing or owning property **or owning a business** within Southwestern Central School District. [Amended text in **bold**]*

Tom Townsend moved to accept the amendment, seconded by Dick Rose and unanimously approved by voice vote.

New Board Member

Mary McCague, seconded by Lisa Yaggie, moved to nominate Bob Lingle to the board of trustees. Approval of the nomination was unanimous by voice vote. Mary McCague welcomed Bob to the board.

IV. STANDING COMMITTEES

A. Fundraising Report:

a. Mary Seger reported that as of July 11, 2019, donations totaling \$8,825 had been received in response to the **Annual Appeal**.

b. Sharon Witchey reported on a highly successful **GiveBigCHQ** campaign. Total donations were \$2,080, exceeding the \$2,000 goal. The actual payout to LML after financial processing fees of \$15.48 had been deducted was \$2,064.52. In addition, LML was awarded \$600 in grants from the CRCF. She also announced that the GiveBig wrapup event will be held on Aug. 1 at 4 pm at STB. When asked about the actual purchase of patio furniture made possible by the donations, Sharon stated that it should wait until the new director is in place, but hopefully, something can happen by the time of the Fall Fundraiser on Sept. 20.

c. There was no report on the **Youth Ambassador Race** other than a comment from Mary McCague that, to her knowledge, no bill had yet been submitted by Striders.

d. Mary Seger reported that she is finalizing the **Fall Fundraiser** invitation list, and recommends staying at the 250 total invitations from last year. Although we mailed 125 **invitations** the first year and twice as many the second, we still wound up with about the same number of responses *but* not all of them were repeats from year one. She asked Tom to see if the deposit check for the tent rental had been written and in fact, it had been. Also, there was general agreement that live music would not really add to the event and could detract from it, so that won't be pursued this year.

B. Marketing/Publicity Committee Report:

a. Dragon Boat Races

Karen announced that the Dragon Boat races will be held on Aug. 10 at Celoron Park, and the library could possibly have a tent there. She asked if there was interest, stating she felt it was important that the library "have a presence" there for purely informational purposes (and maybe to get a few new library card-holders). Sharon, Cilla, Mary McCague and Lisa Yaggie volunteered to help set up and/or staff the tent.

Karen said she is not sure if we can get a space, but she will pursue it. Ideas for the event included having a children's area with books for kids to read, free lemonade or water, and posters listing the Top 10 most popular books and DVDs this summer.

There was also a discussion about the board members getting shirts with the library name and logo on them to wear to such events. Sharon will check into it.

b. Farmer's Market

Again the question was whether or not the library should have a table there. The general feeling seemed to be that it was not necessary, considering that it would be need to be staffed for 4 hours each Thursday and that a tent would need to be found, set up and taken down every time. Eventually it was decided Mary McCague would ask Ruth Wahl if the library could just leave informational literature at the main market master's table.

C. Personnel Committee Report:

a. The **Search Committee** announced that Shannon Taylor's presentation is scheduled for July 12 at 6:30 pm and requested that her evaluations be completed on the spot if at all possible. The Committee will meet as soon as possible next week to make their recommendation as to which of the two candidates they endorse. They will then bring their recommendation to the full board for a vote. Everyone present was willing to attend a special board meeting if that is needed. There was some discussion of salary and benefits to be offered, including a health plan and a more formal retirement contribution plan. Lisa Yaggie said she had yet to complete reference checks but that is on her to-do list. In response to a question from Dick Rose, she advised against background checks as being very expensive.

D. Grounds and Facilities Committee Report:

a. Dick reported that he continues to have no success in getting Jason's crew to clean up the **terrace** area. He again said that RG Witchey is willing to do some necessary **tree trimming**. However, there is a problem with a neighbor's tree limbs encroaching on library property and overhanging the solar panels. That will need to be dealt with by a professional.

c. Mary Seger reported Ricky Turner had texted her about the **bike rack** project and said he would have a sample for her to look at on Friday, July 12.

b. **Churchill memorial.** Cilla circulated a design that Jason had just submitted to her, along with an estimate that exceeded the stated budget of \$10,000 by \$3,000. Several people voiced some concerns about the price and the design which Cilla promised to share with Jason and Joe before showing anything to the Churchills.

E. Strategic Plan Committee Report:

No report.

VI. OLD BUSINESS

A. Policy Reviews and Approval

Nancy Padak requested that the board first vote on the Sexual and Non-Sexual Harassment policies and forms which she had previously distributed via email. Accordingly, Tom, seconded by Cilla, moved approval of the two policies which was carried unanimously by voice vote.

The Donations Policy prompted discussions and revisions to the point that the board felt a vote on the revised policy should be deferred to the next meeting.

VII. NEW BUSINESS

A. Next Board Meeting.

The date for the August board meeting was changed to Thursday, August 1, at 6:30 at the library.

B. Ambassador Assistance with Student Library Cards

Karen Dennerlein suggested that the Youth Ambassadors could be helpful in a push to get library cards in the hands of all SWCSD students. She was hoping the process could be streamlined so that students could apply and receive their cards at the same time at the school, instead of having to bring applications to the library in a two-step process. She was strongly urged to connect with Shannon Wright, the HS librarian who is very interested in working closely with LML.

VIII. ADJOURNMENT

Mary McCague moved to adjourn at 8:33.

Respectfully submitted,
Mary Seger, Secretary

Next Board Meeting: Thursday, Aug. 1 at 6:30 pm at the library.