

LAKESWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
June 13, 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, Nancy Padak, Dick Rose, Mary Seger, Tom Townsend, Sharon Witchey. *Absent:* Bill Burley, Cilla Menzies.

Lakewood Library Youth Ambassadors Graham and Sydney presented the **report of the 5K Library Fun Run** Race which was run June 8. They said overall it was a big success, with 100 runners. They believe this was due to advocacy and advertising on social media.

Also, although the figures were not yet final, they projected that they will have realized a profit for the library of about \$4,500. This figure was so far beyond what anyone on the board expected that it was difficult to express sufficient appreciation or praise for the teens' truly outstanding effort.

Issues they encountered this year included an unexpectedly heavy amount of financial paperwork, most of which fell on Nichole Segrue's shoulders, limited time to prepare and organize, and the need for another water station. They also said some runners were upset by not getting T-shirts, but it was generally agreed they did all they could and printed a more than adequate supply.

Next year, Graham and Sydney said it would be very helpful to have more than one adult involved in the process. It was agreed that board members can help more actively. They would also like to have food, maybe a food truck. They said the event is a boon to local businesses, citing the example of the Fitness Bunker, which experienced a big bump in activity.

When asked how they thought we could make the library more appealing to younger members, Graham said he thought there would be a big interest in coding and app development classes if someone could be found to teach them. Both thought the library should connect more purposefully and directly with the SWCSD library. Graham also suggested cultivating the parents of younger children.

Both spoke enthusiastically about the flex learning room at the high school, with yoga balls, bean bag chairs and flexible seating. They said all those things made the classroom environment much more appealing and could do the same for the library. Graham's final wish would be for more extended library hours.

Graham and Sydney were asked if they would be interested in participating in the search process for a new library director, and once the process was described to them, both indicated they would be willing to do so.

## **II. SECRETARY'S REPORT**

Approval of May 16, 2019 minutes was moved by Mary McCague and seconded by Lisa Yaggie. Passed by unanimous voice vote.

## **III. TREASURER'S REPORT**

Tom distributed copies of the **budget report and investment review**. He said that he thought we should bring Jason from Courier in for another board report and it was agreed that the October board meeting would be the best time for that.

Tom said he had questions about the entries for "Fundraising Other" and "Fundraising Loss" and would talk to Fran about them. He also noted that we will have some flexibility financially with the dollars that will be saved on salaries in the coming month or more.

Mary McCague, seconded by Nancy, moved to accept the report which was unanimously approved.

Tom said the library had receiving a fundraising letter from the Lakewood Volunteer Fire Company. Mary McCague made a motion to donate \$100 to the appeal, seconded by Dick Rose and unanimously approved by voice vote.

## **IV. LIBRARY REPORT**

Copies of Emálee's May Programs Report were distributed to those present. Everyone was asked to read the report completely after the meeting and be ready to respond to issues raised.

Mary McCague regretfully told the board that Em had submitted her resignation due to having too many calls upon her time. No action will be taken on filling that position until the new director is in place, and in the meantime, Shannon volunteered to take over Em's existing programs.

## **V. BOARD ELECTIONS**

Secretary Mary Seger presented the names of the three board members who were up for re-election: Bill Burley, Cilla Menzies, and Nancy Padak. Bill and Cilla were not present but had previously indicated their willingness to serve another three-year term. Lisa Yaggie, seconded by Tom, moved that the whole slate be re-elected, which was unanimously approved by voice vote.

Lisa Yaggie, seconded by Sharon, moved that the current executive officers (President Mary McCague, Vice President Nancy Padak, Treasurer Tom Townsend, and Secretary Mary Seger) all be re-elected to another one-year term. Approval was unanimous by voice vote of all board members present in the room at the time the motion was made.

Mary McCague said that Bob Lingle, owner of Off the Beaten Path bookstore had indicated his willingness to join the library board. He had also said he would be open to being Treasurer. However, since he is not a resident of SWCSD, we would have to change the By-Laws to include not only residents of SWCSD but also the owners of businesses located within the school district, regardless of the location of the owner's residence.

## VI. STANDING COMMITTEES

### A. Fundraising Report:

a. Mary Seger reported that as of June 13, 2019, 116 donations totaling \$8,380 had been received in response to the **Annual Appeal**.

b. **GiveBigCHQ was still in progress** and the library was currently #10 overall for number of donors. If we are one of three winners in that category for small organizations, we will get extra money from CRCF. Mary Seger noted that our GiveBig page looked very impressive and helped the library to stand out.

c. Mary Seger reported that she had connected with Kurt Carlson of Planet Earth who will be the caterer for this year's fall fundraising event.

### B. Marketing/Publicity Committee Report:

No report. But Mary McCague asked for a round of applause for Sharon's great coverage of library events in *The Ledger* and for creating a such effective online "buzz" for GiveBigCHQ through social media marketing

### C. Personnel Committee Report:

a. The **Search Committee has received 16 applications for the director's position**. They had narrowed it down to 5 finalists, but one voluntarily dropped out. They are bringing 3 of the 4 here for a 2-part interview process. Part 1 will be a session with the Search Committee and Part 2 will be a presentation to the full board. Tentative dates for the full presentations are June 25, 26, and 27 from 6 to 7 pm. Only Shannon Taylor was identified by name as a candidate, the other two were described as a public librarian from Delhi, New York and a degree-qualified individual from Ashville, New York.

The committee will meet next week to finalize details of the letter of agreement (which was deemed better than a contract). There was a general feeling that the letter should be reviewed by an attorney but no specific determination was made as to who should do that.

#### b. Program Director Duties.

There was a discussion about how Shannon should be compensated for assuming Em's program responsibilities. However, it was noted that **all** staff members have willingly stepped up to keep the library functioning well in this period with no director and that **all** should receive some form of bonus to recognize their efforts. Specifics will be determined at some point in the future. We need to be careful and make sure taxpayer monies are not used for any kind of bonus.

### D. Grounds and Facilities Committee Report:

a. The **ribbon-cutting ceremony for the terrace** held June 7 was generally acknowledged to have been an A-1, first-class event and Mary McCague commended Bill Burley for his outstanding success in organizing the entire thing single-handedly. Everyone who attended was very enthusiastic about it.

b. Dick reported that a couple of Jason's employees had done a less than stellar job of **construction clean up** and re-seeding the lawn. Dick got Jason to come and see it himself after which Jason said they would do it correctly next week.

c. There is no news on the **Churchill** memorial.

d. Mary Seger reported that the **bike rack** project is moving to prototype stage, so things are in motion there.

e. Dick said that Sharon's husband will trim the tree which is now encroaching on the trellis/ pergola and will also trim back a tree in front of the library.

f. Finally, Dick said that he regretted that Delores Nelson's family members were unable to attend the ribbon-cutting and that the timing of it, on a Friday afternoon, made it impossible for those who had actually worked on the project to attend. Others noted in response that the Nelson family had been publicly recognized more than once and the scheduling of the event was really the best that could be done, all things considered.

#### **E. Strategic Plan Committee Report:**

Mary McCague said she had heard from Andy Goodell that the next round of **NYS construction grants** will be in three parts, funding 50%, 75% or 90% of new construction projects. She thought this might present a good opportunity for significant expansion of the library resources to serve as a community center. She further volunteered that, depending on who is mayor, the Village could partner with the library on maintenance of additional community space. She wondered if anyone wanted to pursue an investigation of this long-term goal.

Karen Dennerlein cautioned that CCLS has to distribute the NYS construction grant funding among 38 libraries and the most it has ever received is \$840,000. A community center addition to the library would probably cost more than \$2 million.

There was a prolonged discussion of the topic with no resolution.

### **VI. OLD BUSINESS**

#### **A. Policy Reviews and Approval**

Nancy Padak said she was deferring the donation policy and the sexual harassment policy till next month. Fiscal policies for approval had previously been circulated via email. There was only one correction, to change the \$1,000 cap for credit charges to allow for charges over that limit, with board approval. Tom Townsend moved to approve the policies (Petty Cash, Credit Card, and Purchasing/Procurement), seconded by Lisa and unanimously approved by voice vote.

### **VII. NEW BUSINESS**

### **VIII. ADJOURNMENT**

Mary McCague moved to adjourn at 8:43, everyone seconded and all were in favor.

Respectfully submitted,

Mary Seger, Secretary

**Next Board Meeting: Thursday, July 11 at 6:30 pm at the library.**