

LAKWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
March 14, 2019

MINUTES

I. CALL TO ORDER/ROLL CALL

President Mary McCague called the meeting to order at 6:31 pm.

Attending: Board members Mary McCague, Karen Dennerlein, Cilla Menzies, Nancy Padak, Dick Rose, Mary Seger, Tom Townsend, Sharon Witchey, Lisa Yaggie; Library Director Mary Miller. *Absent:* Bill Burley

Mary McCague introduced guest Nichole Segrue, who proceeded to **update the board on the plans for the 5K fun run** to benefit the library, which is being organized by high school student Sydney Segrue and her friend Clara. The race date is set for June 8 and Nichole needs to get the contract with Striders approved and signed by a representative of the library. The two young women have developed a list of businesses to solicit for corporate sponsorship. They are hoping for 500+ runners.

Sharon Witchey suggested that Sydney and Clara also could come up with some ideas for a **fundraising goal** for the event – not just a dollar amount, but specific library needs that the profit from the race could support. To that end, Cilla suggested that a **break-even point** needs to be calculated. The organizers need to determine how many runners need to sign up to cover all the out-of-pocket race expenses. After hitting that goal, all the rest is profit.

II. SECRETARY'S REPORT

Approval of February 7, 201 minutes was moved by Nancy Padak and seconded by Cilla Menzies. Passed by unanimous voice vote.

III. TREASURER'S REPORT

Tom distributed the year-to-date budget reports.

He also presented the final version of the library's 2019 **budget**.

A question was raised about utilities, specifically how the solar panels impact energy costs. Mary Miller said the amount of energy generated was included in her monthly director's report. However, the question was how much energy the library was using versus how much was being generated. Cilla Menzies said the Solar Liberty online account could provide that information, and a username and password for that account should have been provided when the panels were installed. That will be investigated.

Dick Rose asked if it was necessary to have utilities and insurance lumped together on one budget line. Tom said he would separate them in the next report.

Tom also noted that 2019 will be the first year that a percentage of income from the investment fund will be added to the operating budget. The precise percentage is determined by a set formula and will vary from year to year.

He also drew the board's attention to the \$2,000 that will be remaining in the budget on the plus side at year's end; and this could be used for computer purchases. After some discussion, it was agreed this was the best way to set this money apart and aside from other budget lines, leaving an option for computer purchases without mandating it be used for that purpose in the 2019 budget year.

Nancy Padak moved that the board accept the 2019 budget as presented, second by Lisa Yaggie and unanimously approved by voice vote.

IV. LIBRARY DIRECTOR'S REPORT

Mary Miller commented on her report previously distributed via email. She said that the library's new website is up and running and she thought it looked terrific. She reported that 40-50 boxes of books were donated to the library by the estate of Caryl VanderMolen which is a bonanza for the upcoming Book Sale.

Sharon and Mary McCague confirmed that the SWCS Elementary Library Day went well. The two staffed the library table at that event.

The Volunteer Recognition Open House is scheduled for Saturday, April 27, co-chaired by Karen Flynn and Karen Dennerlein. Dick pointed out that is the same date as Arbor Day and he hoped events could be scheduled not to conflict with each other on that day.

Mary Miller also distributed her Annual Report tri-fold brochure.

V. STANDING COMMITTEES

A. Fundraising Report:

Mary Seger asked that board **approve the Striders contract** for the June 8 fundraising race planned by the Library Ambassadors. She pointed out that the minimum amount the board would be responsible for was \$550, and depending on the number of runners who register, the number could be significantly more than that. However, it was pointed out that the costs the library would agree to in the contract would be part of the expenses covered by registration fees and sponsorships and the library would be reimbursed. Nancy Padak, seconded by Sharon Witchey, moved to approve and sign the Striders contract. Approved unanimously by voice vote.

Mary Seger then distributed copies of printing and mailing costs associated with sending out a very basic **Annual Appeal fundraising letter** in March. She said that she planned to use an updated version of the mailing list used in 2017. A mailing to the entire database of SWCSD residences would be too costly this year, almost doubling the expenses. The board agreed with her recommendations and she will proceed with getting the mailing to Falconer Printing and having it out by the end of March.

Sharon Witchey then reported on the **GiveBigCHQ workshop** which she, Bill Burley, and Mary Seger attended on March 7. She summarized all the many support

services that the CRCF provides to participating organizations to help them in creating the GiveBig fundraising pages. There is no cost to the library to be part of the one day all online fundraising event (June 13, 2019) which was very successful last year and will have even more nonprofits participating this year. She suggested a goal, not to exceed \$2,000 that is tightly focused on a very specific library need. She said each organization creates their own GiveBig team and said that the Development Committee suggested board members Bill Burley and Sharon, supported by library staff members Em and Shannon. Mary Miller said they would need to be paid for the extra hours of time that would take. There was discussion but no resolution of that issue. However, Sharon said the CRCF reps were very clear that support of the GiveBig effort needed to be throughout the entire organization, involving ALL board members, volunteers, and staff.

The board voted unanimously in favor of a motion by Lisa Yaggie, seconded by Cilla Menzies to sign up as a participant for the 2019 GiveBigCHQ. Sharon will officially sign the library up for it.

B. Marketing/Publicity Committee Report:

No report.

C. Personnel Committee Report:

In response to a question from Mary McCague, Lisa said that **performance evaluations** have not yet been done this year. However, staff raises were awarded and were made retroactive to Jan. 1, 2019. In common with many other organizations, the library has uncoupled raises and evaluations.

D. Grounds and Facilities Committee Report:

Dick Rose reported that as soon as weather permits, the railing will be installed on the **terrace** steps, completing that project. He hopes to schedule a ribbon-cutting event, involving all members of the community, especially those employees of Sivak Stonework who did the actual work on the terrace. A date for that is yet to be determined.

With regards to the **Churchill memorial** project, Cilla reported that Jason and Joe will be meeting on March 18 to discuss it. She said the next step is that Jason and Joe need to develop a design that can then be submitted to Rob and Susan Churchill for their approval. A summer timeline is still forecast for the project.

Dick stated the need for a **volunteer committee** to care for the library building and grounds. He wants to establish a weekly, monthly and seasonal schedule for all related tasks.

He also said that he felt the library needed two **bike racks** and he will research suitable designs and costs. The board seized on this need as possibly a very good fit for the GiveBigCHQ fundraiser, although we could also inquire if Hollyloft would be willing to donate them.

E. Strategic Plan Committee Report:

A copy of the Strategic Plan's goals and objectives was distributed, with timelines, completion rates and a comments section. Nancy Padak observed that "communications"

and "public relations" were mentioned many times in connection with many of the items and that both those areas need to be top priorities for 2019. Lisa Yaggie said she felt it was also necessary to create specific action plans with numerical targets where applicable for all the items. A general comment was made that the next version of the plan should be for 3 years, not 5.

VI. OLD BUSINESS

Policy Reviews and Approval

Nancy Padak commented that wording holding the library harmless needed to be added to the Library and Meeting Room Usage Policy.

With that wording added, the board voted unanimous approval of a motion by Tom Townsend and seconded by Cilla Menzies to delete the Memorial Account Policy and to approve the following policies:

- Disaster Plan Policy
- Investment Policy
- Exhibition Policy
- Confidentiality of Library Records Policy
- Library Use Policy
- Trustee and Employee Code of Ethics and Conflict of Interest Policy
- Open Meeting Policy
- Library and Meeting Room Usage Policy
- Reconsideration of Library Materials

VII. NEW BUSINESS

Library Closings Due to Weather

Mary Miller wanted to clarify the library's status when both Jamestown and Southwestern schools were closed due to weather. She said in the far past, that would automatically trigger the closing of the Lakewood Library. More recently, several board discussions on the issue resulted in the Board requesting that the library remain open if possible. For the last several years, the library has been open despite both school districts closing and Mary inquired if that should still be the case. She mentioned that library attendance was at 53 and 52 for two recent instances of both schools closing.

After some discussion, it was determined that weather-related school closings should not have any impact on regular library hours. The only circumstances which would cause the library to close would be an official state of emergency or travel restrictions impacting the immediate area.

VIII. EXECUTIVE SESSION

A need for an executive session at this meeting had previously been determined to discuss a financial and personnel issue.

Prior to adjourning the regular meeting, the board voted on a motion by Lisa Yaggie, seconded by Nancy Padak, to retain legal counsel. The vote was unanimous in support of the motion, with the exception of Karen Dennerlein, who abstained. Lisa Yaggie then made a motion to authorize board president Mary McCague to sign a letter of engagement with Ellen M. Bach, Esq. of

Whiteman Osterman & Hanna LLP authorizing payment of a legal retainer of \$1,000. The motion was seconded by Sharon Witchey and unanimously approved by voice vote.

IX. ADJOURNMENT

The meeting adjourned at 9:26.

Respectfully submitted,
Mary Seger, Secretary

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