

LAKWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
October 10, 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, Dick Rose, Mary Seger, Tom Townsend, Sharon Witzchey, Lisa Yaggie. Library Staff: Shannon Taylor, Alison Robertson. Guest: Jason Stronz of Courier Capital. *Absent:* Nancy Padak.

**A. Additions/Corrections to Agenda:** New Board Member was added to New Business.

**B. Jason Stronz Financial Report**

Jason distributed copies of the annual Investment Review, dated Sept. 30, 2019. As he talked through the report, he made the following comments:

Market Value Accounting: The capital account is lower because of funds allocated for library construction.

Asset Allocation: Courier always aims for a 70/30 equities/fixed income balance and we are very close to that.

Combined Investment Performance: Courier aims for an annualized return of 7 to 7 1/2 % over 20 years. Tom commented that the annual drawdown of 5% from endowment has not yet occurred this year, and its feasibility is always based on a 5-year lookback.

Consolidated Portfolio Position: Jason said that the John Hancock fund is the only one on Courier's "watchlist" and may be removed in future.

Investment Insights: Jason noted that the insights were "fresh," having just been completed this week.

**II. SECRETARY'S REPORT**

Approval of September 12, 2019 minutes was moved by Mary McCague and seconded by Cilla Menzies. Passed by unanimous voice vote.

**III. PROGRAM AND OUTREACH REPORT**

**A.** Alison Robertson referenced the report previously distributed to the board. She raised an issue of concern connected to the Trick or Treat night at the library scheduled for Oct. 29. She was concerned about the potential size of the crowd attracted by advertising on social media. Last year drew 133 attendees without social media, so this year could potentially get as many as 200. She is bringing in the Ambassadors and the SWCHS Honor Society members to volunteer. She also expressed concern about having enough candy and Halloween decorations. It was suggested she actively solicit candy donations from any local businesses she chooses. Sharon Witzchey said that she would be willing to donate candy to the cause as well.

Dick Rose suggested that the Library could consider starting an Academy Awards-themed movie program in January and February. The program could include obtaining all of the best picture films for the library's collection, screening some of them on a regular basis, and

developing a “score sheet” for patrons to keep track of what movies they have seen and to rate them.

### **B. SAT Prep Courses**

In Nichole Segrue’s absence, Shannon spoke about Nichole’s interest in establishing twice weekly, SAT/ACT tutoring sessions at the library. Shannon was concerned about finding a tutor or tutors, paying them, collecting fees for the tutoring from participants and having the library open for an additional 90 minutes one night to allow for a weeknight session from 6:30 – 8:30 pm. Another session would be held on Saturday during regular library hours. It emerged that right now, only a few students are interested in this – maybe just two.

The board agreed that the library could really only offer Nichole space for the tutoring and the extra 90 minutes of evening hours once a week. The business of finding tutors and participants was too great a burden for the staff.

## **IV. TREASURER’S REPORT**

Tom noted that the **actual budget** report was pretty much on target.

In response to a question raised at last month’s board meeting, Shannon noted that line 54 Miscellaneous Expenses was where the previous director’s unemployment compensation was being recorded.

It was also noted that the Ambassador’s Fun Run in June had grossed \$6,420. Approximately \$3,000 of that total was for expenses, the rest was profit to the library.

Line 43, Capital Expenditures represents the final payment for the terrace of \$5,533 and the \$10,000 for the Churchill memorial.

Tom Townsend announced that he will be leaving the board; December will be his last month. Many board members expressed the regret that all felt on hearing this news.

Cilla, seconded by Bob Lingle, moved to accept the report and approval was unanimous by voice vote.

## **IV. DIRECTOR’S REPORT**

Shannon had previously distributed her report via email. She noted that she had secured the movie licensing, which was discussed at the last board meeting.

She is also investigating the possibility of **purchasing a projector**, instead of a big screen TV. She noted that projectors were less expensive (\$400-\$500 each) and that they could potentially make use of two screens, one that was portable and one permanently mounted in the Heritage Room.

That prompted a side discussion of the problems created by **afternoon sunlight in the Heritage Room**. It emerged that probably blinds on the 6 west-facing windows would go a long way to taking care of that problem. It was agreed that the cost of blinds might be covered by one of the smaller grant opportunities that Nancy Padak has often mentioned.

Returning to the projectors, the board directed Shannon to prepare a proposal for the next meeting.

## **V. STANDING COMMITTEE REPORTS**

### **A. Library Development Committee**

**i. Fall Fundraiser.** Mary Seger regretted that she did not have final figures on the event, as she was having some problems reconciling her records with the ones kept by Nancy

Dawson. However, she said the event was a great success and generated more than \$10,500 in revenues, so even deducting approximately \$2,500 in expenses, it had raised close to \$8,000 for the library. She reported that everyone who attended thought it was the best yet, and that the food from Planet Earth catering was a particular hit this year. She thanked all the board for their help and support.

She also announced that she is planning a one-day “mini book sale” consisting solely of murder mystery paperbacks. The **Murder at the Library book sale** will be held Tues., Oct. 29 from 9:30 – 5. Avril Moore, formerly of Chautauqua, recently donated 985 books to the library. In sorting through them, she discovered that the majority were murder mysteries. A one-day book sale seemed like a good way to move a lot of them out of the library (which has no room to store) them, while generating a little bit of money. Shannon said she thought that perhaps we should consider more one-day, special-topic book sales.

#### **B. Marketing/Publicity Committee**

No report.

#### **C. Personnel Committee**

No report.

#### **D. Grounds and Facilities Committee**

i. **Terrace.** The terrace is done!

ii. **Churchill Memorial.** The pipe which was projecting out of the side of the memorial has been cut off.

Cilla has been in touch with the Churchills who are still considering some sort of dedication, but now in November, not October. They are still thinking about a name. She said that they seemed happy with the final product although Rob had expressed a wish for more or different landscaping. This prompted a discussion about the financing of the memorial and it emerged that while the library had received approximately \$12,000 in dedicated funds, it had expended \$10,000, with the rest of Jason’s bill which exceeded \$10,000 being covered by the Churchills.

Further complicating the situation, Cilla reported that a donation of \$500 in additional memorial funds had recently been received from the Churchill grandparents. Cilla will contact them to clarify their intent with this donation – was it to be applied to the final bill? Is it for additional landscaping? Or is it up to the library to determine how the funds should be used?

#### **E. Strategic Planning Committee**

Covered in the Director’s Report.

### **VI. OLD BUSINESS**

#### **Library Card sign-ups**

Already addressed in Director’s Report.

### **VII. NEW BUSINESS**

#### **New Board Member**

Mary McCague said she had approached Apryl Troutman, a mother of four who is currently serving as Lakewood Village Treasurer, about joining the board. Apryl had enthusiastically agreed. Mary McCague spoke strongly in support of her candidacy. She also said that Ted McCague had been very impressed by Apryl's work as Village treasurer. The board will need a new member with strong financial skills to move into the Treasurer's position. Several others present also spoke well of Apryl.

The general sentiment was in support of her candidacy, but in terms of protocol and procedure, Apryl had not yet completed a board application and Mary McCague did not have a copy of her resume to distribute.

However, it was determined that, despite the procedural issues, a vote on the candidate would be held anyway. Lisa Yaggie made the motion that Apryl Troutman be approved as a new member of the LML board. Bill Burley seconded. Mary Seger conducted a role call vote and the result was 9 ayes, and one nay, so the motion carried.

### **VIII. ADJOURNMENT**

Mary McCague moved to adjourn the meeting at 8:12, seconded by Mary Seger and approved by all.

Respectfully submitted,  
Mary Seger, Secretary

**Next Board Meeting: Thursday, Nov. 14 at 6:30 pm at the library.**