

LAKESWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
September 12, 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, Bob Lingle, Cilla Menzies, Nancy Padak, Dick Rose, Mary Seger, Tom Townsend, Sharon Witchey, Lisa Yaggie; Library Director Shannon Taylor. *Absent:* Karen Dennerlein.

There was one addition to the agenda: Movie Licensing was added to New Business.

II. SECRETARY'S REPORT

Approval of August 1 2019 minutes was moved by Mary McCague and seconded by Nancy Padak. Passed by unanimous voice vote.

III. TREASURER'S REPORT

Tom noted that the **investment review** had not changed much. He also reminded the board that Jason Stronz of Courier Capital will be presenting a report on library investment funds at the October meeting.

Line 24 of the **LML Actual budget** report caused some confusion. It was determined that it was the last payment of dollars from GiveBigCHQ, which prompted Nancy Padak to ask where the rest of that fundraiser's revenue had been recorded. The answer was not clear but the board was assured they were properly credited somewhere as revenue. Nancy also questioned the lack of director benefits, and it seems that the details still have to be worked out between the Personnel Committee and Shannon.

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

IV. DIRECTOR'S REPORT

Shannon talked everyone through the Report she had previously distributed via email. She also distributed additional data sheets showing usage of library materials, patron counts, and program attendance. She will be sending those out via email in future. Some highlights:

- The library is now using **1 iPad, 2 Kindles and a Nook**, which were discovered locked away in a drawer. Although they are quite old they can still be useful to our patrons.
- Eighth-grader Mallory is starting a **book club** for historical fiction.
- Alison Robertson is the new Program & Outreach coordinator and will be working 20 hours a week (Tu., Th., & Sat.) She comes to us from Prendergast and she also has been running the LML #NoFilter book club.
- The **website** is now being managed gratis by Shannon's husband Tesni.
- Shannon has been making some **physical adjustments** to prepare for moving the teen space to the back of the library, separating it from the children's area.
- Nancy Dawson suggested that volunteers might enjoy participating in an "**Adopt-A-Shelf**" program.

- Shannon is reaching out to **Striders** to set up mentoring. She also wants to meet with the **tech audit committee**.

Shannon said that the library needs at least one **diaper changing station**. She had researched some online options. Bill Burley recommended seeing if there is a local source that might also include professional installation in their services. Lisa Yaggie made a motion to authorize the expenditure of up to \$400 for a changing station, not including installation. Mary McCague seconded and all approved via voice vote.

The next topic involved possible purchase of **new furniture for the future teen space and for the “cosy corners”** that the library notably lacks. It was suggested the reading corners might be an appropriate use for \$4,000+ donated in memory of Caryl VanderMolen, and that Lakewood Furniture might be a source for that type of furniture, although not so much for the teen space. Tom emphasized that “we do have funds” and that a wish list for these furnishings should be developed first. Then we can discuss how to fund them.

Shannon told the board that the **CCLS currently relies on voluntary pledges for its Overdrive system, and that LML pledges one of the lowest amounts of all 38 libraries**: just \$300 a year. All of this was news to those present. The board informally agreed to at least double our pledge to \$600 and Nancy Padak said she would find more about this issue.

Finally, Shannon reported that Addy would like to start **an LGBTQ+ book club**, Books from Stonewall. Apparently, such initiatives can lead to a backlash from some community members. The board was impressed by the effort Addy had put into developing a list of books for 2020 and all agreed that she should move forward with the club.

V. STANDING COMMITTEE REPORTS

A. Library Development Committee

a. Fall Fundraiser. Mary Seger had previously circulated via email **an attendance spreadsheet** showing responses to this year’s event, which are lagging behind those of the previous two years. She strongly urged everyone to look at the names of those who had not responded and to follow up with folks they knew. Regardless, it is highly unlikely we will approach the 100 attendance figure of the past two years, and it will be 75 at best.

She also again stated her concern that she was the only one who had measured the patio for the **10 x 20 tent** we have ordered for the event. She hoped someone else could double check as the tent will be delivered and set up this coming Thursday.

She distributed lists of **silent auction** items, stating how pleased the committee was with the donations they had received. She mentioned in particular the tremendous response from Chautauqua Avenue merchants for the “Shop Chautauqua Avenue” basket – such a great response that two baskets would be needed. She also encouraged board members to push friends to see the print which will be raffled off at the fundraiser.

B. Marketing/Publicity Committee

No report.

C. Personnel Committee

There was no official report, just an informal discussion of the timing for Shannon’s request for 259 funds for 2020. It was determined that she should submit her request to the school board in December in order to receive funding in January.

D. Grounds and Facilities Committee

Dick first reported about the **neighbor's tree limbs overhanging the library roof** and solar panels. Although the neighbor had previously had trees trimmed on his property before being aware of the library problem, he was happy to have the tree trimmer return and take care of the limbs and did not ask for any reimbursement. It turns out he is a library patron. It was agreed that Shannon should formally thank these neighbors for being so considerate and generous and invite them to the fundraiser.

a. The terrace is finished. However, Dick is not happy with the quality of the trellis staining work. He thinks it is blotchy due to uneven absorption of the stain and that it needs another coat. He intends to withhold the final \$5,000 payment due to Jason until the work is completed satisfactorily.

b. Churchill Memorial. Cilla reported that Robert Churchill had called her to thank the library board for its patience and that he and his family are close to organizing an event to dedicate the memorial structure. They plan to invite all who donated in Will's memory and to hold the dedication on a Saturday or Sunday morning, providing light refreshments. Shannon asked if the library will need to be open for restrooms and that is a possibility.

Cilla also talked about the **loose stones** filling the open spaces. They need to be there for drainage but they are certainly an attractive nuisance for small children. It is an issue we need to deal with.

E. Strategic Planning Committee

No report.

VI. OLD BUSINESS

A. Fire Alarm Panel

Already addressed in Director's Report.

B. Library card sign ups

Already addressed in Director's Report.

VII. NEW BUSINESS

A. Sexual Harassment Training

All staff and board members are required to complete the training and provide documentation that they have done so to Shannon by October 9. All the pertinent information was sent to board members via email prior to the meeting. Staff will receive additional pay for the time it takes to complete the training.

B. CCLS Annual Meeting

Two representatives from each of the system libraries may attend the event on October 9 for free. LML's reps will be Shannon and Mary McCague.

C. Software license renewal

Shannon is unable to find records of which LML software licenses have been renewed and when the next renewal is due. They are all on different renewal calendars. She was urged to contact Mike Jones at CCLS to see if he could provide any guidance.

D. Movie licensing

Shannon said that a license to **show movies from Disney, Pixar, Universal** and others is available for a \$371 annual fee, which the board felt was very reasonable. It was agreed that, at some point in the near future, the board can acquire a big screen TV at a reasonable cost and start to have movie nights for patrons.

VIII. ADJOURNMENT

Mary McCague moved to adjourn the meeting at 8:14, seconded by Mary Seger and approved by all.

Respectfully submitted,
Mary Seger, Secretary

Next Board Meeting: Thursday, Oct. 10 at 6:30 pm at the library.