

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

**A. Additions/Corrections to Agenda:** It was noted that Apryl Troutman's welcome will be delayed until next month, as she was unable, due to prior work commitments, to attend this meeting.

**II. SECRETARY'S REPORT**

Approval of October 10, 2019 minutes was moved by Mary McCague and seconded by Karen Dennerlein. Passed by unanimous voice vote.

**III. TREASURER'S REPORT**

Tom noted that he did not have an investment report for this month, but doubted that anything had changed substantially since Jason Stronz's detailed annual presentation at last month's meeting.

On the **budget report**, he drew attention to line 15 (Contributions – Memorials) and said that memorial contributions continue to come in for at least 3 different designations and that these are being tracked individually elsewhere, though reported in aggregate here.

At Tom's request, Shannon commented that line 54, Miscellaneous Expenses, was still being used to report unemployment compensation paid to the previous director. She also reminded the board that the library will not be receiving \$7,500 in state Bullet Aid this year, as it had in past years, due to legislative personnel changes (primarily, the absence of Cathy Young).

On the **Year to Date budget report**, Tom said that the Capital Expenditures line of \$17,753 was only for this year, not an annually recurring expenditure.

He also noted that work continues on planning the 2020 budget. The Finance Committee met 2 weeks ago and he, Shannon, and Apryl will meet one more time before our next meeting. Shannon has already completed the budget projections for the rest of 2019.

Mary McCague, seconded by Nancy Padak, moved to accept the report and approval was unanimous by voice vote.

**IV. DIRECTOR'S REPORT**

Shannon had previously distributed her report via email.

**A. Projectors**

She reported on her research regarding the possible **purchase of a projector**, instead of a big screen TV. She noted projectors ranged in price from a low-end unit at about \$300 to a high-end unit costing approximately \$2,000. She said that was still less than a big screen TV. The high-end unit had a number of advantages, including a crisper picture and better projection in less than optimal light conditions.

Nancy Padak suggested she ask Mike Jones of CCLS for his recommendations. Bill Burley urged the purchase of a better projector, as we now have the proper licensing for movie showings and we want the experience to be the best possible.

Nancy and Shannon will work on finding an appropriate source for grant funding, although Tom lamented that this might delay the purchase for months. Shannon will report on grant opportunities and time frames at our next meeting.

Shannon was also asked to cost out the purchase of the **window blinds** for the Heritage Room as discussed last month. Nancy Padak feels that is a great project for a NYS construction grant.

### **B. Door Counter**

Shannon reported that the library's **door counter** has been malfunctioning lately and is likely at the end of its usable life. She is looking at replacements. It seems as if a higher-end counter would be a wiser purchase as at least one library recently purchased a cheap one, which has not performed satisfactorily.

### **C. Solar Panels**

Shannon distributed a spreadsheet that tracked the significant electrical savings made possible by the **solar panels**. Dick Rose strongly urged that the library find some visual way to display on an on-going basis the impact of the solar panels. He mentioned the possibility of some sort of live monitor screen in the library where people can see what's going on as it is happening. He felt strongly we were missing the opportunity to raise public awareness of the panels, which are otherwise invisible to the public. Shannon will ask Solar Liberty about options available and what they would suggest.

### **D. CCLS Food Truck**

Shannon relayed that LJ, the CCLS outreach coordinator, had asked if LML would be willing to have a **food truck at the library on Census Day in April**. While this would entail no financial outlay or staff involvement, all those present failed to see the point. The 2020 census will be mainly electronic and we already will be providing free computer use for those who are otherwise unable to participate online. The board saw no real need for or benefits resulting from the presence of a food truck.

### **E. Program Report**

#### **i. Christmas in the Village**

Alison's report had previously been distributed via email. Shannon drew the board's attention to **Christmas in the Village on December 14**. The library will again be participating, and 6 vendors are already lined up. Mary McCague, Nancy, and Mary Seger will be running a one-day "pop-up" book sale of children's books in the library that day as well.

Although Lisa Yaggie was not present, everyone hoped she would again be willing to help out with children's craft projects (such as candy cane reindeer or mouse bookmarks or other) which were so popular last year. Some recalled that cookie or cupcake decorating was also a hit with children.

**Details of the library's events that day (from 9:30 until 3) will have to be worked out in advance of our next board meeting.**

## **ii. November Book Sale**

Shannon reported that the **November Book Sale** was down compared to recent years (around \$600 versus around \$900). However, it was noted that the approximately \$100 raised at the one-day Mystery Book Sale at the end of October should be added to the November total. Mary Seger said that the one-day sale attracted more than 50 mystery book lovers to the library and that it was easy to set up and tear down and only required one person to staff it (with someone volunteering to take over for an hour for a lunch break). The hope is that we can have more themed one-day sales (romance novels on Valentine's Day, gardening and home improvement books in spring, etc.).

Shannon said that she had recently signed a new contract with Spectrum which saves the library \$100/month on phones.

## **V. STANDING COMMITTEE REPORTS**

In advance of the reports, a list of existing committees and their membership was circulated. We will need to discuss committee membership at another meeting where we have full attendance.

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

**Fundraising** – No report other than that Mary Seger is starting to think about the Annual Appeal, which will once again mail out in March.

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

No report. However, Mary Seger raised the issue of the library's graphic identity, saying that she felt we were not being consistent in the use of the library logo. She referenced Shannon's Director's Report which used a square green logo, in contrast to the unboxed black and white graphic of Heritage Room roof and windows that is used elsewhere. Shannon said the green graphic had been developed for social media, where color is needed. Mary said she had no issue with what graphic treatment the library used, as long as it was consistently used everywhere. Some sort of graphic identity manual or graphic standards manual would help in guiding everyone as to the size/shape/color of the logo and the exact font and typesize of text that should be used in conjunction with the graphic. Shannon said she would talk to Jodi about this.

### **C. Personnel Committee**

No report. There was some discussion of **staff bonuses** as referenced in the agenda and Nancy suggested we just vote to do what we did last year, but since no one could remember exactly what that was, the issue was tabled until the December meeting. The next Personnel Committee meeting will be Tuesday, Nov. 19 at 5:30.

### **D. Grounds & Facilities Committee**

**i. Churchill Memorial** – According to information provided by Cilla prior to the meeting, the library needs to make an additional payment of \$2,000 to Jason to reflect the fact that contributions to Will Churchill's memorial fund totaled \$12,000, not \$10,000. The balance of the final invoice (\$15,533) will be paid by Will's parents, Rob and Susan Churchill. There was some discussion of additional gifts to that fund, which are still coming in. However, Cilla feels that the project is now complete and closed out.

Additional donations should be used as the library sees fit. The Churchill family is now planning a dedication of the amphitheatre in spring of 2020.

ii. **Bike racks** – Mary Seger said that they seem to be on hold for now.

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

Nancy Padak distributed handouts which detailed **access information for a new Google Drive** account to be used for confidential library documents. The old Google Drive account will still be used for public documents (minutes, by-laws, policies, etc.) and can be accessed by anyone. The new account can be accessed **ONLY** by members of the board and the library director.

**Those not present at this meeting can obtain access/password information from Nancy Padak.**

#### **F. Finance Committee**

i. 2020 Budget Planning –already covered in Treasurer’s report.

### **VI. OLD BUSINESS**

### **VII. NEW BUSINESS**

#### **A. Christmas Party**

Prior to the meeting, Sharon Witchey had suggested that our December 12 meeting be a combination meeting/Christmas party to which all board members and library staff are invited. We will keep the business meeting as short as possible. All board members are asked to bring a food item and/or wine (or other beverages). Sharon had suggested that people sign up in advance for what to bring, but the group felt a pot luck would be more fun.

#### **B. Committee review/assessment**

Already discussed.

Respectfully submitted,

Mary Seger, Secretary

**Next Board Meeting AND CHRISTMAS PARTY: Thursday, Dec. 12 at 6:30 pm at the library.**