

LAKESWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
January 9, 2020

**MINUTES**

**I. CALL TO ORDER/ROLL CALL**

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

*Attending:* Board Members Mary McCague, Carrie Brown, Bill Burley, Bob Lingle, Cilla Menzies, Nancy Padak (via call-in), Mary Seger, Apryl Troutman, Sharon Witchey, Lisa Yaggie and Library Director Shannon Taylor. *Absent:* Karen Dennerlein. Also attending: Nichole Segrue, Sydney Segrue and Graham Rusco.

This is the first board meeting at which both new board members, Carrie Brown and Apryl Troutman, were present. They replace departing board members Dick Rose and Tom Townsend.

**A. Vote to Accept New Trustee Carrie Brown**

Cilla Menzies made the motion to approve the election of Carrie Cadwell Brown as a board member. It was seconded by Sharon Witchey and unanimously approved.

**B. Youth Ambassadors**

Ambassadors Sydney Segrue and Graham Rusco, introduced themselves and Sydney's mother, Nichole, to all present. Sydney stated that the Ambassadors are focused on making the fun run race to benefit LML an annual event. She said their first race, in 2019, was a huge success, registering 100 participants. This year, she and Graham are getting a jump start on soliciting sponsors and involving big companies in the event. For example, they want to get the Y to support the race this year.

The plan is to again hold the race the first weekend in June. Bill Burley suggested getting on the Striders' calendar as soon as possible. Graham said he was also planning to reach out to running organizations in the Buffalo area. However, step one will be to go before the Village board to get approval and support for the event.

When Sydney asked for suggestions for improvements this year, Shannon immediately said that she intended to make sure LML cooperated more fully and provided more support this year. Sharon said LML should aggressively promote the event on social media and via email. Nancy said CCLS could also help with publicity and promotion.

When Cilla mentioned how she loved running with 6 year olds in the race last year, Apryl said her whole family participated together. She spoke so warmly about the experience that the idea was tossed out that perhaps she and her family could be part of a promotional online video.

That led Graham to ask how to make the whole awards process more family-friendly this year. Given that there are so many younger participants, he felt that just awarding the fastest times in standard race categories (by age and gender) was not enough. Mary Seger suggested perhaps having awards for most family members participating or youngest racer. The board agreed to think about more ideas for fun, family-type awards.

Graham also asked for ideas about the awards themselves. Some suggestions included a Y rental for free, movie tickets, pizza, and ice cream from Big Tree. Graham said any and all help the board could provide would be greatly appreciated. The board acknowledged that too

much weight had fallen on Nichole's shoulders last year, and everyone is ready to step up and help to make sure that does not happen again.

**C. Additions/Corrections to Agenda**

Shannon added the Annual Report and Form 990 preparation to her Director's Report and Mary McCague added an Executive Session after "New Business."

**II. SECRETARY'S REPORT**

Approval of December 12, 2019 minutes was moved by Mary McCague and seconded by Lisa Yaggie. Passed by unanimous voice vote.

**III. TREASURER'S REPORT**

There was no report, per se, due to the transition between treasurers. However, Shannon distributed the standard budget and investment reports.

She also distributed the 2020 budget, drawing the board's attention to notes she had included which explained why some line items differed from 2019 levels. For example, funds for landscaping and snow removal are now included in the budget, instead of being done hit or miss by volunteers. She is also increasing the line item for acquisition of print materials, as that is central to the library's mission. Other notes were appended to the report.

She noted that there have been some issues with the reports this past month. Mary McCague is working with Shannon to assess this situation and address as appropriate.

**IV. DIRECTOR'S REPORT**

Shannon's complete report had previously been distributed to the board via email. It was noted that computer use is down and Carrie wondered if that trend was also happening at other libraries. Shannon will ask. Bill wondered if kids actually used the computers, as so many have devices through school. Shannon said yes, especially in summer, and she is actively looking for programs to entice kids. That is part of her overall goal to obtain new/better/more computers including at least one Mac. Nancy and Shannon have been looking for grants. However, the first step is for Shannon to develop a list of her needs and to price it out. She will do this.

**A. Program Report**

Previously distributed via email.

**B. 259 Thank You Letter – Hazeltine**

Katie Smith, director of Hazeltine Library has suggested that Hazeltine and LML partner to write a letter to the editor of the PJ and/or the school newsletter telling the taxpayers how the libraries appreciate the 259 support and how it has been expended this first year. All present were very much in favor of this and it was agreed that Shannon would work with Katie to develop the text.

**C. 990 Preparation**

Shannon said that Saxton Kocur will charge \$3,778 for preparing LML's 900 and 1099s. However, this is a recurring expense, included in the budget's Professional Fees line item and represents no significant change from previous years, so no board action was necessary.

**D. Annual Report**

The report needs to be approved at our next board meeting. Shannon will email it to all board members when it is complete and it will be voted on in February.

**V. STANDING COMMITTEE REPORTS**

*(As we moved through the reports, the committees themselves were reviewed and assessed and committee membership was confirmed. Note that both the president of the board and the director of the library are ex officio members of all committees.)*

**A. Development Committee**

*Members: Mary Seger, Cilla, Bill, Sharon, Bob, Bill*

**i. Annual Appeal**

Mary Seger noted the success of last year's appeal and asked the board if they favored doing the same thing again this year. Everyone agreed we should do exactly what we did in 2019. Mary said the timing of the mailing in March also seemed to work well. The letter will mail to the same zip codes in the SWCSD that we sent to last year. Shannon will help to implement an email appeal as well, taking advantage of our new online donation capability.

**ii. GiveBigCHQ**

Another 2019 fundraiser that was very successful the first year, generating the funds that made possible the purchase of patio furniture for the terrace. Sharon Witchey agreed to once again spearhead this effort, which this year could have its goal connected to funding for new computers.

**B. Marketing/Publicity Committee**

*Members: Bill, Bob*

Bill said he will be meeting with Alison this week to talk about publicity for LML programs.

**C. Personnel Committee**

*Members: Lisa, Apryl, Nancy*

No report. A discussion of changes to the staff leave policy was postponed to the next meeting.

**D. Ground and Facilities Committee**

*Members: Cilla, Sharon*

No report. Cilla asked that Shannon bring suggestions of needed improvements or repairs to the committee.

**E. Strategic Planning Committee**

*Members: Suggestion that **all** board members should be on this committee*

It was noted that although the existing plan covered a 5-year span, it would be prudent to review it now and produce a new 3-year plan. Lisa suggested that perhaps we could hold a planning retreat on a Saturday and hammer it all out.

**F. Finance Committee**

*Members: Apryl, Lisa, Nancy*

The board re-examined the proposed 2020 budget. Mary Seger took this opportunity to ask if the fundraising line items could be changed: she wanted to see the "Gala" and the relation "Auction" combined. Sharon raised the issue of further breaking out the various fundraising activities by line item, (GiveBig, the fun run, etc.) so we could track exactly how effective each one was year by year.

Shannon walked the board through the salary expenses, explaining the changes from 2019 to 2020. (During the discussion, it emerged that Shannon did not have copies of the staff job descriptions developed by the Personnel Committee. Lisa will get them to her.)

Cilla moved to accept the 2020 budget as presented, seconded by Lisa and approved unanimously.

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

Lisa Yaggie, seconded by Sharon Witchey, moved to enter Executive Session to discuss a personnel issue with legal ramifications. Unanimously approved.

**VIII. EXECUTIVE SESSION**

Mary McCague, seconded by Lisa Yaggie, moved to end the Executive Session, which did not result in any motions, recommendations or other actions in relation to the issue under discussion.

**IX. ADJOURNMENT**

Mary McCague adjourned the meeting at 8:10.

Respectfully submitted,  
Mary Seger, Secretary

**Next Board Meeting: Thursday, Feb. 13 at 6:30 pm at the library.**