

LAKWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
March 12, 2020

**MINUTES**

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

President Mary McCague called the meeting to order at 6:30pm.

*Attending:* Board Members Mary McCague, Carrie Brown, Bill Burley, Karen Dennerlein, Bob Lingle, Nancy Padak, Apryl Troutman, Sharon Witchey, Lisa Yaggie, and Library Director Shannon Taylor. *Absent:* Cilla Menzies, Mary Seger.

**A. Additions/Correction to Agenda**

Add executive session to agenda; add discussion of Corona Virus protocol to Director's Report.

**II. SECRETARY'S REPORT - Approval of January 9, 2020 minutes**

- a. Nancy moved to accept recommendation to amend Treasurer's Report. Sharon Witchey seconded and was unanimously approved. Amended minutes to be forwarded to all board members.
- b. Mary moved to accept minutes as amended. Bob Lingle seconded and motion was unanimously approved.

**III. TREASURER'S REPORT**

- a. Apryl distributed reports for January and February. Given the volatility of the stock market, Apryl spoke with Jason at Courier Capital, our investment advisor. He recommended staying the course for now and making no immediate changes. Apryl distributed documents provided by Capital regarding the Corona Virus' impact on the market.
- b. Shannon explained the spike in other expenses. This resulted from paying a portion of FY19 Print Materials expense in FY20. This will be corrected moving forward. She also noted a credit from Windstream reflected in the Telecommunications line. Nancy Padak moved to accept the treasurer's report, which was seconded by Bob Lingle and was unanimously approved.
- c. Shannon plans to meet with Fran regarding controls and scheduling recommended by auditors.

**IV. DIRECTOR'S REPORT**

- A. Program Report:** Shannon's complete report had been previously been distributed to the board via email.
- B. Ambassador Run Report:** A letter from advisor Nicole Segrue was distributed. She noted that the ambassadors are contacting sponsors. She mentioned the possible impact of the Corona Virus on contributions, and will keep the board informed. She outlined the process for marketing and registration, which is already live. She will

meet with Shannon to review the site. Shannon looks forward to meeting with her to discuss how staff can support the effort. In other Ambassador news, Nicole wrote that they have been reading to students in the elementary school following a well-received pitch to the school administration. This is a very popular program and the students are receiving great feedback.

- C. **Grounds and Facilities:** Shannon reported on minor flooding in the restroom area due to plumbing overload. This necessitated emergency attention from the Fire Department and then professional cleaning. Grounds and Facilities committee report will include recommendations to remedy moving forward.

**D. Corona Virus Protocol:**

- a. Shannon had previously sent information and links to the board with information the library is providing regarding Corona Virus. The information and links have been recommended by CCLS. Shannon has also kept abreast of ALA and NYLA recommendations. Examples of protocols include removing stuffed animals from the reading corner, keeping headphones at the desk and sanitizing these and computers and tables regularly after use. Shannon is looking for more hand sanitizer, but it is becoming difficult to find. In response to board questions regarding what will happen should there be school closings or additional recommendations regarding public gatherings, Shannon assured board members that she would follow all state and CCLS recommendations. She will review our emergency preparedness plan to be sure it reflects addressing situations such as Corona Virus. She will report back regarding a contingency plan.
- b. The board discussed staff concerns in the event of closure of the library or school closures necessitating staff who may need to stay home with children. It was determined that Shannon could work remotely and she will be sure she can have remote IT access. The board urged Shannon to let staff know that we are committed to supporting them and will stay on top of the situation. Staff will receive salaries throughout the COVID19 crisis.

**V. STANDING COMMITTEE REPORTS**

**A. Library Development Committee**

- i. Annual Appeal: Mary McCague praised Mary Seger's draft and board member edits. Mary plans to mail appeal by the end of March.
- ii. GiveBigCHQ: Sharon Witchey is on top of this effort scheduled for 6/11/2020. She and Shannon will meet to confirm account and direction of funds received. A media table was proposed as a worthy goal for soliciting contributions. She will look into the cost of a media table and chairs to determine the fund raising goal. Sharon suggested using the anniversary year as a way to spread the love about LML and

appeal to donors. Shannon will assist finding photos and memorabilia to share on the GiveBigCHQ page for LML.

iii. Spring Book Sale: Scheduled for May 7-9, 2020. Mary Seger, Mary McCague and Nancy Padak encouraged all board members to help in any way they can. Shannon mentioned that the library has already received numerous donations, much earlier than in the past.

iv. Grant submission/reports: Nancy Padak reported that she has sent a proposal to M&T Bank. A program officer from the bank had visited the library recently to conduct an investigation related to the proposal. Shannon reported that the visit seemed to go very well. Nancy said that she is ready to reach out to other foundations but needs to know what to ask for. Shannon will provide a report to her on computer needs. Nancy asked that she include information on the date of purchase of the used computers still in use. She believes this will add to the appeal of the proposal. She will proceed with a proposal. It was suggested that Shannon and a board member meet with the CRCF to make connections that might strengthen our appeal for funds. Shannon plans to approach CRCF for funds for summer reading.

B. Marketing/Publicity Committee: Bob Burley and Bob Lingle met recently with Alison to discuss outreach. Bob Lingle will conduct a social media audit. Shannon will provide administrator access to Bob and Bob to facilitate the audit.

C. Personnel Committee:

i. Policy changes: Nancy Padak moved that proposed policy changes sent previously by email to the board be approved. Bob Lingle seconded and the motion was unanimously approved.

ii. Evaluations: Shannon is updating the staff evaluation form to reflect best practice. She is helping staff members understand the process and reason for self-evaluation. Lisa suggested including goals based on the library's goals. Shannon's own six-month self-evaluation is underway.

D. Grounds and Facilities Committee: Sharon Witchey reported that she, Mary McCague, and Cilla Menzies toured LML after the minor flood. Committee recommendations include repairs to plumbing, new toilets, and refreshed paint in the flood area. Further recommendations include addressing the front counter area, signage to indicate that the back door is locked during the winter, and repainting the railing. In addition, it was recommended that bids be solicited for grass cutting, weeding, and snow removal. Shannon will follow through. Shannon is also working on getting solar panel reports. Nancy mentioned drafting a construction grant for NYS consideration but the timing (fall deadline) might not be optimal

- E. Strategic Planning Committee: Mary McCague reminded the board that we had discussed updating the strategic plan, which is a 3-year plan. Nancy Padak suggested Shannon create a report on what has been accomplished in preparation for the planning process. Mary confirmed that a date for the Strategic Planning process will be scheduled at the May meeting.
- F. Finance Committee: no further business.

VI. **OLD BUSINESS:** no old business

VII. **NEW BUSINESS:** no new business

Board of trustees entered into executive session to discuss a personnel matter.

VIII. **ADJOURNMENT:** Mary McCague adjourned the meeting at 8:00 pm.

Respectfully submitted,

Carrie Brown