

LAKWOOD MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING

July 9, 2020

President, Mary McCague called the meeting to order at 6:35 PM.

Members present: Mary McCague, Mary Seger, Bob Lingle, Nancy Padak, Amanda Gesing, Carrie Brown, Amy Anderson, Lisa Yaggie, Shannon Taylor. Absent: Cilla Menzies, Bill Burley, Apryl Troutman

Additions/Corrections to Agenda (see Director's report #3)

Guest, accountant, Xena VanDewark presented the Financial Report for 2019 for board review. Board members had received the comparative review (2018-19) by email prior to the meeting.

Ms. VanDewark reported an unqualified opinion; with most entries reflecting depreciation and investments. Overall these differences were due to a large capital grant received from NYS in 2019 (income) and construction of the amphitheater and terrace (expense). Depreciation was up due to new terrace and equipment. Investments were also up in 2019.

In her review of Statements of Functional Expenses – the gap in directors result in lower expense for salaries/benefits.

In the section Revenue recognition – Ms. VanDewark noted that the library already follows non-profit rules, and that the notation was merely for convention. She noted further that current accounting policies require a note on covid 19.

**BOARD ELECTION** - Nancy Padak made a motion to approve the election of new members Amy Anderson and Amanda Gesing. Lisa Yaggie seconded the motion and the new members were elected unanimously.

**SECRETARY'S REPORT** - Mary McCague motioned for an approval of the minutes of the June meeting. Nancy Padak seconded the motion, which was unanimously approved.

**TREASURER'S REPORT** – Shannon Taylor reported in Apryl Troutman's absence. In terms of the library's investments, it is still prudent to stay the course. The financials reflect a downward trend primarily due to Covid19. Most expenses are down. The income which bears noting includes the PPP loan (\$23,000+) and the remainder of the NYS Construction Grant (\$6,571). Shannon also noted results for Food for Thought: \$3,800 received, and after expenses we cleared \$1,346.05. Bob Lingle asked about guidance re: PPP loan. Shannon responded that she will submit the application for loan forgiveness by October.

**DIRECTOR'S REPORT**

1. Program's report – There is little to report given Covid19. Attendance is off as a result. Alison is doing a great job with virtual programs – summer reading is being publicized for all ages, with advertising on the web site and social media. Shannon believed low numbers may be a result of kids being tapped out in terms of virtual learning; all libraries seem to be experiencing the same. Lisa asked Shannon to thank Alison for her outstanding work.
2. The Rosemary Andrews Memorial has received \$2,880. Husband Paul Andrews requested using the income for the children's area, and the name Rosemary's Reading Room was suggested. Expense for the project is expected to exceed gifts. Board conversation revolved around suggestions for meeting expense. Mary Seger reported \$8,000 revenue from mailing – net \$6,500 after expense. Amanda suggested asking Lowe's and Home Depot for grants. Lisa suggested checking with Blackstone. Mary Seger will check with the Turners re: Blackstone's involvement. The Board supports Shannon looking into proposal for completing a reading area in Rosemary's memory.
3. The library received quotes from CCLS to purchase 8 new computers at a cost of approximately \$900/computer. More than half of the expense will be covered by income from Give Big CHQ. The board encouraged Shannon to move forward with the purchase. Lisa Yaggie moved to approve spending up to \$7500, Nancy Padak seconded the motion which was unanimously approved.

## **STANDING COMMITTEE REPORTS**

1. Library Development Committee – Mary Seger reported income: annual appeal - \$8,000+ to date, with expense of \$1,500. Food for Thought - \$1,346. The Food Truck idea was initially tabled until Bill is available (August). In the meantime Bob will pursue food truck purveyors and confirm date. Discussion followed regarding an online auction (September) – Mary Seger and Carrie will meet with Lisa Shutte and Amy Turner after the sailing foundation fund raiser is complete.
2. Marketing/Publicity Committee – no report
3. Personnel Committee – no report
4. Grounds and Facilities Committee – a huge thank you to Shannon and family and Sharon Witchey for reorganizing the library in such a pleasing and functional way.
5. Strategic Planning Committee – Mary McCague and Nancy Padak will review status of current plan and report. Shannon will conduct an internal analysis. Board discussed options for professional to lead strategic planning session with board members.

F. Finance Committee – see Director's report

## **VII. Old Business – no old business.**

Mary McCague made a motion to move into executive session. Lisa Yaggie seconded and the motion was approved.

Lisa Yaggie moved to end executive session, Mary McCague seconded, and the motion was approved.

**VIII. New Business** – Nancy Padak asked about school plans. Amy Anderson reported that the governor said we'd know more in August. Plans are due in July. Amy asked to create plan for serving children who will be schooled from home. Mary McCauge suggested forming an ad hoc committee which Amy will chair. Lisa Yaggie will serve. Lisa confirmed challenges of opening school successfully, particularly for high school students due to complexities of scheduling. Amy spoke to need to think about lower income families who are really suffering. Shannon will work to find mutually convenient time to meet. Amy encouraged library to think about outside programming.

**IX. ADJOURNMENT** – Lisa Yaggie moved to adjourn the meeting. Nancy Padak seconded the motion and the meeting was adjourned at 7:47 PM.