

LAKEWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
August 13, 2020

**Call to order and roll call** – Mary McCague called the meeting to order at 6:31 PM. Those present – Mary McCague, Cilla Menzies, Nancy Padak, Apryl Troutman, Lisa Yaggie, Mary Seger, Bob Lingle, Bill Burley, Amy Anderson, Carrie Brown, Shannon Taylor; absent – Amanda Gesing.

**Additions/Corrections to Agenda** – The Covid Education Committee was added to the list of Standing Committees.

**SECRETARY'S REPORT** – Mary McCague asked for a motion to approve the July 9, 2020 minutes. Nancy Padak made the motion, Bill Burley seconded the motion and the motion was unanimously approved.

**TREASURER'S REPORT** –

Apryl sent the investment review by email and talked with Shannon about finances. There are no concerns presently. Budget conversations for next year will be in September, a bit earlier than usual. Lisa moved to accept the Treasurer's report, Nancy Padak seconded, and the motion was unanimously approved.

**DIRECTOR'S REPORT** –

Shannon sent her report to the board members by email. She added that the Lego table arrived. Computers are at CCLS and are awaiting installation. She received the quote for installing the tree for the reading nook – which would cost \$23,000. Discussion on how to accomplish this for less ensued. Need to have board input on completion. Design is not yet complete, so material is still unknown. Shannon mentioned finding a DIY plan which could run as little as \$4,500. Mary asked about local artisans who might be interested in helping. Cilla mentioned Ellicottville Library having something similar. She will ask about how they did it. Lisa suggested calling the school library for resources (they just did trees in elementary library). Lisa also mentioned Vince Liuzzo might be willing to help. Bill will send his contact info to Shannon.

**STANDING COMMITTEE REPORTS**

- **Library Development Committee-**  
Mary Seger reported that annual appeal is still receiving donations, which now total \$8,093. Carrie reported on the first meeting of online auction committee (Lisa Yaggie, Mary Seger, Val Dow, Sharon Witchey) The committee recommends holding the auction online from 10/11-10/15. Sharon suggested adding a raffle to program, which would have to be conducted live, with tickets sold by board members, at the library and at vendors. All board members will be encouraged to provide ideas for items.

Bill checked into food trucks. Foodies is interested and is willing to do at cost. They are available on Monday evenings. Menu includes beef on wick, Italian sausage, pulled pork, beverages, desserts, good variety. Apryl said she has had good experience with Foodies at her campground. Bob asked about Full Moon Rising. Cilla asked about taking reservations or just estimating. Bill will check on presale + walk-in. Mary suggested we get going on advertising. Cilla asked about walk-in only. Bill replied that reservations allow for income upfront and encouraged this. Board approved holding a food truck event on 9/14 from 5-8 PM to include both reservations for pre-orders and walk-ins as available.

- Marketing/Publicity Committee-  
No report. They will start working on food truck and auction promotion.
- Personnel Committee-  
Lisa reported work on Shannon's performance review. She encouraged board members to submit input to Mary M or Lisa by 8/17. They are working on form for self-evaluation and board evaluation which they plan to complete by the end of August.
- Grounds and Facilities Committee-  
Cilla visited recently and met with Shannon. An electrician was hired to look at minor issue. Cleanup is complete and work continues on naming of the amphitheater.
- Strategic Planning Committee-  
Mary M suggested the board begin strategic planning after the food truck and auction. Nancy and Mary M presented the Strategic Plan Update which is quite impressive. Given that, Nancy does not believe we need a facilitator and perhaps no formal planning exercise yet since we have accomplished a lot and still have 2 years to go on the current plan. The goals at the end of the plan still look reasonable. Mary M encouraged the board to look at the plan more regularly. Shannon added that the strategic plan provides her with a roadmap for her goals and to focus operations. Nancy suggested that the 3 goals have opportunity for fleshing out into more concrete strategies. Mary Seger noted the need to think strategically about community involvement, particularly with regard to proposition 259. We want to have community be aware of us and our necessity to community. Nancy encouraged board members to review the Look Ahead section, think about sub-sections and other things that might be missing. Mary M mentioned staff (beyond Shannon) and board evaluations. Lisa proposed meeting 10/24 for several hours. Place to be determined.
- Finance Committee-

Included in Treasurer's report.

- Covid Education Committee-  
Amy Anderson reported on the new committee which recommends that the Library serve as a "literacy consultant", to be a resource to the community by serving as a partner to the schools with reading and literacy. Determining the right name is important – "support", "Homework help", "literacy help"? The committee suggested we advertise volunteer timeframes for families and students to meet in person or virtually. Start with elementary, then think about older students. We could offer the library as a site for tutoring. Striders can do tutoring at our library – schedule and fees on Striders web site. The committee also suggested scheduling monthly parent meetings beginning 9/24 to discuss online learning with parents. Schools have a program called Parents As Teachers (PAT) which would appreciate the library as an appealing and convenient place to meet. Free WIFI is an added attraction that we should publicize. There appears to be a need to support parents as well as students. Shannon mentioned the need to look at different hours to accommodate these kinds of programs and Mary M encouraged her to start by looking at extended hours 2 days per week. Shannon will look into the right hours and talk with staff.

#### **OLD BUSINESS**

- By-Laws-  
Nancy sent the proposed By-laws revisions by email. The proposal changes the number of board members from a range of 10-12 to specifying 11 members. Mary made a motion to approve the change in Article 4 of the By-laws to read, *The Board shall consist of eleven (11) members, elected for terms of three (3) years each.* Bill seconded and the motion was unanimously approved.
- **NEW BUSINESS** - no new business.
- **EXECUTIVE SESSION** Mary M moved to move the meeting into Executive Session, which was seconded by Mary Seger and approved unanimously. At the conclusion of discussion, Mary M motioned to move out of executive session, which was seconded by Lisa and unanimously approved.
- **ADJOURNMENT** Mary M moved to adjourn the meeting at 7:40 PM, which was seconded by Mary Seger and approved unanimously.