

LAKEWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
October 8, 2020

I. CALL TO ORDER/ROLL CALL – Present: Cilla Menzies, Nancy Padak, Mary McCague, Mary Seger, Apryl Troutman, Amy Anderson, Shannon Taylor. Absent: Lisa Yaggie, Amanda Gesing, Bob Lingle, Bill Burley.

- A. Additions/Corrections to Agenda: Rosemary Andrews Boat (New Business); Policies (Old Business)

II. SECRETARY'S REPORT – Cilla moved to approve the minutes of the September 10, 2020 meeting; Nancy seconded the motion. The motion was unanimously approved.

III. TREASURER'S REPORT – Apryl presented the investment report. She has had conversations with Northwest Bank to have online access to our account so that we have up to the minute access. This action needs board approval. Cilla said this had been discussed before but makes great sense now. Shannon thinks it would be easier to follow finances, particularly the PPP loan. Mary McCague moved to authorize Treasurer Apryl Troutman to set up online access (view only) at Northwest Bank account. Cilla seconded the motion and the motion was unanimously approved. Shannon said she is waiting for forgiveness process to begin.

IV. DIRECTOR'S REPORT

Board members complemented Shannon on her excellent report. Shannon proposed adjusting future holiday hours/closing (see report for 2020). Shannon recommends closing on the Saturday following Thanksgiving (11/28); Saturdays (12/26 and January 2) after Christmas and New Year's Day. For 2021, she recommends closing only major holidays so that the library could be a resource when schools are closed. Board members discussed days to stay open: Indigenous People's Day; Martin Luther King, Jr. Day; Veterans Day; question about President's Day. Stay open Good Friday and close Easter Saturday; allow staff to take religious holidays for reasons of personal observance. Allowing staff to observe religious holidays away from work needs to be added to personnel policy (staff leave). Nancy will work on an edit. The board decided to remain closed on Memorial Day, Independence Day, Labor Day, and Veteran's Day.

V. STANDING COMMITTEE REPORTS

- A. Library Development Committee
 - i. Online auction – Mary Seger reminded everyone about donating garage sale basket items. Nice things you were given as gift and might like to get rid of are very welcome. Please drop off items at Lisa Yaggie's or let her know you need them to be picked up. The Auction website is coming

together and will be shared once graphics are good to go. We will have at least 30 items. Val Dow and Sharon Witchey have been wonderful as has Emric Taylor who has created web site. We would like to display items in the community room so that people can see items in person, (maintaining social distance, a few people at a time). We are working with Emric on a postcard to send to the Food for Thought list to publicize. There will be some signs, a press release in the Post-Journal and emails. Cilla suggested sending the card by email and allowing us to print and send out by snail or email. Mary made a motion to provide a gift certificate to Bag and String for Emric for \$250. Nancy seconded the motion, and it was unanimously approved.

- ii. Food Truck Fundraiser raised \$622. This was an easy event and everyone agreed it needs to be done again. Amy suggested Thai Food Truck for next time.
- B. Marketing/Publicity Committee – no report.
- C. Personnel Committee – no report.
- D. Grounds and Facilities Committee
 - i. Tree removal – Cilla received quotes for removing the ash tree: Great Lakes (\$575), Troyer (\$500) and Maple Springs (\$680). The Board member authorized Cilla to call Great Lakes and Troyer to see who could do it sooner and to contract with company who can do it first.
- E. Strategic Planning Committee – Mary McCague sent a strategic planning worksheet. She asked Board members to review it and send thoughts to Mary by November 1. Given the ongoing concerns regarding COVID, she recommends that we discuss the plan and input at the November and December Board meetings rather than having a retreat on 10/23. The Board felt the plan should cover a 3-year period.
- F. Finance Committee – see Director's and Treasurer's reports.
- G. COVID Education – Amy reported that no one attended the 9/28 parent Zoom meeting. Laurie Marshall, head of parent action team orchestrated. The next one is scheduled for 10/29 at 7-8PM via Zoom. There will be enhanced advertising – flier to take home with kids; web sites; gift card drawing incentives for those who attend. The Board members discussed a reported COVID case at the elementary school and agreed that if school is all virtual for 14 days, we need to be prepared to help by publicizing word free WIFI, and virtual program information. COVID Committee will continue on and will keep Laurie Marshall involved. Chances are, as the term continues, parents will be looking for resources. The Zoom link is on the LML web site. Board members encouraged to view next Zoom meeting and to let parents know.

VI. OLD BUSINESS –

Nancy reported on personnel and meeting policies revisions that were shared before the meeting by email. Mary had a question about 4th paragraph language around paper products so it's clear that LML does not provide plates, napkins, cups, etc. It was decided to delete the sentence. Mary Seger moved to approve the revisions; Cilla seconded the motions and it was unanimously approved.

The Board members discussed the Rosemary Andrews reading corner and the plan to have it boat related. An actual sailboat is too large, but Lisa Yaggie gave a rowboat to Marion Gibbons, who is happy to donate it. Board members were delighted and authorized Cilla to explore having someone build a base for the boat and repair and restore it. Everyone agreed about adding educational elements to the boat.

Mary McCague made a motion to move into executive session regarding a personnel matter. Nancy seconded the motion and it was unanimously approved.

At the conclusion of executive session, Mary McCague made a motion to conclude which Cilla seconded and was unanimously approved.

Mary McCague moved to adjourn the meeting at 7:55 PM; Nancy Padak seconded the motion and it was unanimously approved.