

LAKEWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
February 11, 2021

**CALL TO ORDER/ROLL CALL**

Mary McCague called the meeting to order at 6:40

Present: Mary McCague, Mary Seger, Nancy Padak, Amy Anderson, Lisa Yaggie, Cilla Menzies, Apryl Troutmen, Carrie Brown, Bob Lingle, Bill Burley, Christine Swanson

**BOARD ELECTION**

Mary M moved to bring Chris Swanson on to the board, Cilla seconded and the motion passed unanimously.

**SECRETARY'S REPORT** – Nancy moved to approve the minutes of the January 14, 2021 meeting. Bill seconded the motion, which passed unanimously.

**TREASURER'S REPORT**

Apryl reported that David Menzies has agreed to serve as the bookkeeper for the next year. Apryl Asked if Jason Stronz , the library's investment advisor could join the March meeting for his annual report. The board agreed to her request.

**DIRECTOR'S REPORT**

- A. Annual Report – Mary M moved to approve the annual report. Cilla seconded the motion which was unanimously approved.
- B. Shannon reported that she had submitted the PPP Loan Application and that it has been approved and documents have been signed. \$27, 800 will be deposited directly into the library's account.

**STANDING COMMITTEE REPORTS**

- A. Library Development Committee – Mary S reported on a number of planned fund raising initiatives:
  - The annual appeal is scheduled to be sent in March to an updated list of 300 people designated as best prospects. She thanked Shannon for helping to pull together this list which is critical to our fund raising efforts.
  - Mary S is hoping that the May book sale will be possible if we think creatively. Board members offered positive feedback. Bob was encouraging saying he has had no breakouts related to his store. Bill suggested the possibility of using a different space (such as the mall). Shannon said other libraries have had sales and they have worked. Nancy suggested holding the sale over 2 weekends. The board was optimistic about making it work.
  - June is Give Big Chautauqua. Sharon Withey has done a great job in the past and is looking forward to working with a current board member who will take it on this year. Most of work is set up. Shannon encouraged us to think about dollar and item goal. Mary S suggested raising goal. Lisa suggested focus be on children's area, which was well received.

- In July Mary S suggested having a summer fest for families. Cilla would be glad to help, and suggested having music, food truck, etc. Mary M asked about a conflict with concerts in the park. Bill suggested a carnival game/ice cream social with food truck with a focus on interactive activities.
  - Our fall Food for Thought is still up in the air pending the number of people we can have in the building under COVID protocols.. Mary M asked about continuing the online auction. Mary S suggested combining the online auction with a food to go event.
- C. Marketing/Publicity Committee – no report
- D. Personnel Committee - Lisa reported that staff reviews are complete. Nancy reported that CCLS was going to start creating boiler plate policies and she asked the board's permission to share our as a model. Everyone agreed.
- E. Grounds and Facilities Committee - Cilla reported that she had looked at the boat for the children's corner. Given the snow, it is not possible to retrieve the boat right now. She took photos and examined it and reported that it is in great shape and doesn't seem to need a lot of work. It needs easily cleanable cushions and some TLC. When Skid Procter has space, he can work on varnish and paint. It will need a base and a "theme". Shannon would like it to be interactive. Lots of ideas were shared.
- F. Strategic Planning Committee – Shannon's CCLS strategic planning meeting is scheduled for next week when survey development will be discussed. She will share ideas with regard to creating the LML survey for our strategic planning process.
- G. Finance Committee – no report
- H. COVID Education – Amy thanked everyone for the basket contributions. Shannon reported 5 sheets have been turned in. Amy reported that she is working with 2 additional children. She is trying to make sure all participants get a prize. The Take Home kits are ready to go. The next step is to generate ideas for the March reading contest. Bill produced a flier for social media. Amy thanked Nancy for providing site words exercises using poems.. Nancy suggested mysteries and/or an author series for March. There is a need to focus on grades 2 – up. Amy suggested displaying contestants' final pieces and artwork. Cilla added that having display space in children's area would be nice and would attract families to the library Nancy reported that no one had requested a book delivery. Nancy asked about possibility of a press release about all the things we are trying to do for patrons during COVID. Bob said he had reached out to the PJ reporter who might do an article and he was positive. Shannon will follow up.

## **OLD BUSINESS**

- Future Trustee openings – Mary M reported that she and Carrie had approached Paul Andrews and that he hasn't said no, but would like to think about it. Mary M suggested giving him an application in the spring. Cilla and Mary M will both be rolling off the board, so we need to be thinking about 2 new members at least.
- Mary M thanked those who took advantage of the trustee webinar. Lisa thought it was good for new trustees. Mary M's take-aways were the importance of having a good director and thinking ahead, which affirmed our work.

**NEW BUSINESS** - no new business

**ADJOURNMENT** Mary M moved to adjourn the meeting at 7:31. Amy seconded the motion which was unanimously approved.