

LAKEWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
November 12, 2020

Mary McCague called meeting to order at 6:34.

Present: Mary McCague, Nancy Padak, Carrie Brown, Apryl Troutman, Shannon Taylor, Amy Anderson, Lisa Yaggie, Mary Seger, Bill Burley, Bob Lingle, Cilla Menzies

Absent: Amanda Gesing

Lisa moved to approve the October 8, 2020 minutes moved by Lisa, which was seconded by Bill, and approved by all present.

TREASURER'S REPORT – no report

DIRECTOR'S REPORT

Shannon asked for questions regarding the report and there were none.

- A. Staff evaluations – Shannon is planning to send new evaluation form to the personnel committee prior to the evaluations.
- B. Shannon made a recommendation for security cameras that we can really monitor. The current ones just live stream and there is no recording. The board had a lengthy discussion around cost and quality. Mary Seger noted that much of the library is space where patrons cannot be seen and that the cameras might provide added security for our staff during extended evening hours. Bob mentioned using WIZE which he likes because of the options available including motion sensitivity, multiple cameras, fairly good images. Lisa also mentioned Nest and Ring. Amy mentioned St. Luke's system. Group Therhappy's system was mentioned. Shannon will look into options and report back.
- C. Shannon proposed a purchase of a printer for the Director's Office. Board approved purchasing one under \$500.

II. STANDING COMMITTEE REPORTS

- A. Library Development Committee
 - i. Online auction – Mary Seger reported that we made around \$3,000 which is as well as we've done in live auctions. We have received lots of compliments on the auction site. Emric Taylor really made it possible with his site design. Many thanks to Taylor family for their support.
 - ii. The Annual fund continues to grow and presently totals \$8,870. In response to Nancy's question regarding this year's fundraising compared to last, Shannon replied that we are down this year, in great part because we couldn't host the fun run or our book sales. We have not gone over budget because we've minimized expenses. Our expenses for fund raising have been minimal.

- B. Marketing/Publicity Committee – Shannon emailed the board possible mock-ups of the new web site. Bob thinks the new options are a significant improvement. Bob asked about feedback from emails. Shannon will ask Jody for feedback. Mailchimp allows for a bit more data.
- C. Personnel Committee
 - i. Bookkeeper opening – In reviewing options, Shannon researched accounting firms for rates which average \$45/hour. She is waiting for feedback from other librarians. Bill suggested Kelly Dawson and will ask her about her interest. Mary McCague asked Apryl how things were going. Apryl is handling necessary financial tasks; Mary McCague is signing checks.
- D. Grounds and Facilities Committee
 - i. Tree removal – Troyer can do the work in January. Lisa mentioned Vince Liuzzo is expanding into tree removal and might do a sculpture for us. Shannon will give him a call and report back.
- E. Strategic Planning Committee
 - i. 2021-2024 Strategic Plan – Mary McCague explained the need for the plan to set the goals the library wants to achieve. Cilla suggested need for measurement. Carrie suggested adding specific tactics, which would be measurable. Shannon agreed and noted areas of performance plan that indicated areas where library needs to grow and could be added to plan. Amy suggested reviewing with an eye toward measurable goals. Shannon suggested necessity of feedback before December meeting. She very much wants every board member involved. Mary urged everyone to send feedback on the plan or other areas where we'd like to see the library grow. Cilla emphasized that she likes what we are doing now, we just need to make the plan more measurable.
- F. Finance Committee - no report
- G. COVID Education
 - Amy reported that no one attended the 10/28 Zoom meeting, but Shannon, Laurie Marshall and she brainstormed. They don't want to give up. There has been positive feedback on Facebook page. Laurie Marshall offered to do 1:00 and 7:00 Zoom meetings next time to attract more attention. Amy asked permission to keep trying. Board agreed. Mary Seger wondered if SWCSD might do more publicity. SWCS put on their main Facebook page and parents page. On the positive side, Amy met with a parent who asked for a literacy consultation and asked her to help spread the word. The program might take time to build. Bill said he would ask Cameron Herbst about doing a story. Mary thanked Amy for her work.

III. OLD BUSINESS – no old business

IV. NEW BUSINESS

- A. Trustee opening – Amanda Gesing has dropped off the board because she is the new director of the YWCA and has no time. She will work with us in her new capacity, which is a great advantage. We need to replace her. Mary asked board members to think seriously about applicants whose experience could fill needs. Library policy calls for 11 members; we currently have 10.
- B. Christmas – Mary McCague is sorry not to be able to have the Christmas party this year. She proposed discussion regarding staff Christmas bonuses. Paul Andrews donated funds for additional bonuses above and beyond the regular, not to replace. Last year the board approved \$150/Staff; \$300 Director (rounded up for taxes). Mary McCague moved to provide staff Christmas bonuses in line with 2019 figures. Nancy seconded her motion, and the motion was unanimously approved. The Andrews' donation is to be distributed evenly.
- C. Cilla talked to Skid Proctor about boat refinishing for the Rosemary Andrews reading corner and he is interested. The boat is on Marion Gibbon's property. Mary McCague and Cilla will plan to take a look at the boat and get it moved.

V. EXECUTIVE SESSION – Mary McCague made motion to move into executive session regarding a personnel matter. Cilla seconded and the motion was unanimously approved. Upon completion of discussion, Mary McCague made a motion to adjourn executive session, which Cilla seconded and was unanimously approved.

VI. ADJOURNMENT Mary McCague moved to adjourn the board meeting. Nancy seconded, and the motion passed unanimously. The board meeting adjourned 7:56 pm.