

LAKEWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES

June 10, 2021

**CALL TO ORDER/ROLL CALL** Mary McCague called the meeting to order at 6:37 PM.  
Present: Mary M, Mary S, Cilla Menzies, Paul Andrews, Amy Anderson, Lisa Yaggie, Nancy Padak, Bob Lingle, Chris Swanson, Carrie Brown, Shannon Taylor

Absent: Apryl Troutman, Bill Burley

**BOARD ELECTIONS**

1. Nancy moved to renew three-year terms for Mary McCague and Mary Seger whose terms expire in June 2021. Bob seconded the motion and it was approved by the board. Mary welcomed new trustee Paul Andrews who will be taking Carrie's place.
2. Mary McCague presented the slate of nominations for candidates to serve officers for one year terms, from July 2021-June 2022. Mary McCague moved the nominations of Nancy Padak as President, Amy Anderson as Vice President, Mary McCague as Secretary, until someone else comes forward, and Apryl Troutman as Treasurer for one year terms. Mary Seger seconded and the motion passed unanimously.
3. Mary put out a call for nominations for candidates to fill the vacant board seat – Board members mentioned Jill Conley, Emily Garrick. Mary Seger expressed the need for community network building. Additional possible candidates mentioned include: Nichole Segrue, Liz Kidder, Sean Nowling, Elizabeth Gattman, Jennifer Schlick, and Lisa Schutte. Nancy will contact Nichole first and then Lisa and report back.

**SECRETARY'S REPORT** - Mary McCague moved to approve the minutes of the May meeting; Nancy seconded and the motion was approved.

**TREASURER'S REPORT** - no report

**DIRECTOR'S REPORT**

1. Program Report – Shannon asked for questions/concerns. She then explained the effort to hold most programs outdoors so they can be mask free. Young children will still need to be social distanced. She believes there may be a need for masks for one/one story time, book clubs, Harry Potter Club given closeness of participants and their ages which present varying degrees of vaccination. Scrabble Club is also questionable. Board members recommended bringing back all clubs with voluntary proof of vaccination or mask requirements for unvaccinated.
2. Safety Plan – Mary McCague inquired about programs going live. Cilla asked about our following NYS rules. Shannon replied that restrictions have been lifted greatly,

but would like to err on the side of caution and require masks inside since we are only at 40% vaccination rate in county. Outside would be mask-free. Options include: honor system, Excelsior Pass, etc. Policies among libraries are inconsistent. Amy suggested re-evaluating monthly because things are still so fluid as we wait for more people to be vaccinated. Conversations continued about the pros and cons of masks/no masks. The Board's final recommendation was - no mask requirement for those who can provide voluntary evidence of vaccination. Signage will be changed to reflect the new policy.

## **STANDING COMMITTEE REPORTS**

Library Development Committee –

- The GiveBigCHQ match missed its goal by a slim margin, but matches will be met and donors will write checks to the library.
- Mary Seger reported that book sale attendance was lower than in the past (140), and raised \$600. Nancy Padak worked with Jamestown Community Learning Council to take left over books, so the number of books remaining is quite minimal. Donations to the Annual appeal stand at \$8,645.
- Board members believe the food truck, ice cream social might still be a good way to attract families and suggested the high school ambassadors might assist with activities for children. Nancy will talk with Nichole Segreue about the future of ambassadors. In the short term, the Board suggested sponsoring a food truck on Thursday to coordinate with music in the park and whereby the truck would donate a portion of proceeds to library. Shannon will follow up with Bill.

Marketing/Publicity Committee – no report

Personnel Committee – Lisa and Nancy reported on their recommendation to hire a web designer/developer as a contract worker for 5 hours/month @\$50/hour. A job description was presented. Nancy moved to accept the recommendation, Cilla seconded, and the motion passed.

It was noted that Wyn Imfeld is new president of Women's Club and that the club is looking for community projects.

Grounds and Facilities Committee –

- Rosemary's Reading Boat – Cilla reported that the boat is in place in the library. Cilla will write thank you notes to the Gibbons for donating the boat and to Skid Proctor for restoring it. Children seem to be enjoying it very much. Susan Churchill reached out to Cilla about the amphitheater and their interest in having a plaque that they would fund. Susan also mentioned landscaping, but the Board does not recommend landscaping around the

amphitheater given poor drainage and maintenance. Cilla will connect Susan and Shannon by text. The Board recommends Shannon asking Apryl about Village responsibility for garbage collection/recycling.

#### Strategic Planning Committee –

Karen Dennerlein will speak to the Board in July to discuss 259 funding. LML needs to be prepared to address the need for future minimum wage increase which we would need additional 259 funding to cover. Nancy mentioned preparing for a May 2022 presentation. Lisa expressed need to work closely with school district because it effects budget presentation. Shannon has statistics for fellow libraries. There doesn't seem to be much consistency among libraries tax revenues/population. Shannon has developed a contingency plan which would include cutting back hours for the library to help with any budget constraints. We are currently open 48 hours a week but are only required to be open for 35 hours a week based on the size of the population we serve. The reduction in hours would be based on current hours across the system and traffic.

Finance Committee – Carrie sent Nancy's drafts by email of the following for action:

1. Capitalization Threshold Policy
2. EFT and ACH Transactions Policy

Mary Seger moved to accept the proposed policy updates; Amy seconded, and the motion passed.

COVID Education – Amy reported that take-home kits are still displayed and are being utilized by patrons. She will work on updating sometime this summer. Amy suggested changing the name of committee to “outreach” rather than COVID.

#### **VII. OLD BUSINESS**

**VIII. NEW BUSINESS** – Mary McCague thanked everyone for helping her in her presidency. Cilla applauded Mary for bringing the board through to a new age. The board thanked Mary for her work.

**IX. ADJOURNMENT** Mary McCague adjourned the meeting at 7:55 PM.