

LAKEWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
July 8, 2021 6:30pm

CALL TO ORDER/ROLL CALL

A quorum was determined to be present and Nancy Padak called the meeting to order at 6:34 PM.

Present: Nancy Padak (Chair), Shannon Taylor, Chris Swanson (Secretary), Bob Lingle, Mary McCague, Lisa Yaggie, Paul Andrews, Amy Anderson
Absent: Apryl Troutman, Bill Burley, Lisa Schutte, Mary Seger
Guests: Karen Dennerlein

ADDITIONS/CORRECTIONS TO AGENDA

Nancy Padak moved to nominate Chris Swanson to replace Mary McCague as Secretary, who had previously accepted the role on an interim basis. Mary M. seconded and the motion passed unanimously.

Nancy asked for an executive session regarding a personnel issue to be added to the agenda.

Nancy reported that she had asked Nichole Segrue if she would be willing to join the board, but Nichole said she wasn't able to join at this time. Lisa Schutte agreed to be nominated to rejoin the board.

Nancy moved the nomination of Lisa Schutte to join the board using the information Lisa provided on her previous application. Lisa Yaggie seconded and the motion passed unanimously.

Mary McCague recommended Joe Johnson to replace her on the board. Lisa Yaggie asked what role he would fill and Mary said he would be a good candidate to work on grounds and facilities. Mary and Ted will approach Joe to gauge interest and if he declines, Mary will stay on the board.

259 PRESENTATION - KAREN DENNERLEIN

Nancy stated that library operations are unsustainable long term with upcoming NYS minimum wage increases. If the 259 increase will be put on the ballot in May 2022, planning should start November 2021. Nancy noted that the new ask for an increase will be smaller than the original funding request.

It was clarified that Board members are not allowed to tell anyone which option to vote for due to state law. The board can encourage the community to go vote or provide general information for the election.

The question was posed by several members as to whether the board should aim for a 2022 or 2023 vote. Shannon noted that 2023 would be 5 years from the previous 259 election and an off year for state/federal elections, though it would align with local elections. The 2021 library usage statistics are not optimal due to the pandemic so it may be beneficial to have more normal 2022 statistics to reference in 2023.

Amy asked if the library can afford to wait for 2023 and Shannon said that the financial planning has been very conservative and could stretch to 2023.

Nancy asked when the school district will go for their next large proposition. It would be better to not be on the ballot at the same time as a large project. In 2018, the library was competing with bus and budget propositions, pushing the library to #3. Lisa Y will double check to see what was on the 2018 ballot and what might be coming in 2022 or 2023.

Lisa Yaggie asked for information on whether Mary Miller promised the school board that LML would never ask for more 259 funding, as there seems to be a misunderstanding with the school board. Karen said that to her knowledge, Mary Miller did not promise that at a board meeting, and it's not likely she would have. Paul asked if this was reflected in past school board minutes.

Karen concluded her presentation and was excused.

Nancy suggested the board contemplate the information until the next meeting, at which point the board will decide whether the target is 2022 or 2023. Lisa Yaggie will gather information from the next school board meeting later in July.

SECRETARY'S REPORT

Paul would like a few hard copies of the previous minutes at each meeting. Shannon is happy to provide them.

Mary McCague moved to approve the minutes of the May meeting; Amy seconded and the motion was approved unanimously.

TREASURER'S REPORT - no report

DIRECTOR'S REPORT

A. Program Report

Shannon asked if there were any questions on the program report, none were posed.

B. Open Hours

Allison's last day is July 22, which will reduce library staffing levels. Shannon analyzed the 6-8 pm time period and determined that most people are coming in before 6:30. She suggests temporary summer hours of M-F 10-6 and Sat 10-2. The minimum standards are that the library be open for 35 hours and LML would be at 44 hours. After hours activities can still be provided when the library is closed. The library could charge a small fee to help to keep lights on.

Lisa Y asked why not remain open until 6:30 and Shannon said that will still pose staffing issues.

Amy noted that consistent hours are helpful.

Lisa Yaggie made a motion to have summer hours be 10-6 starting Monday, July 12th, then the board will reevaluate in September how to resume longer hours for the school year. Nancy Padak seconded and the motion passed unanimously.

STANDING COMMITTEE REPORTS

1. Library Development Committee – Mary Seger - No report
 - a. Shannon noted that the annual appeal exceeded targets
 - b. Nancy mentioned that Nichole Segrue has interest in reviving ambassador program
2. Marketing/Publicity Committee – Bob Lingle - No report
 - a. Bob and Bill will follow up on solidifying a direction for this committee
 - b. The food truck to benefit the library at village concerts was organized by Apryl and Bill and started on 7/8.
3. Personnel Committee - Lisa Y - no report
4. Grounds and Facilities Committee – no report
5. Strategic Planning Committee – no report
 - a. Nancy, Mary M, and Shannon intend to meet soon to review the strategic plan
6. Finance Committee
 - a. The Fiscal Policy stated that the credit card limit is \$1000, but the actual limit is \$5000. Shannon checked the credit card statements back to 2014 and the limit has been \$5000 since at least 2014.
 - b. Nancy moved that the fiscal policy be amended to correctly state the credit card limit as \$5000. Lisa Y seconded and the motion passed unanimously
7. Education and Outreach (formerly COVID Education) -
 - a. Amy wants to expand outreach in new ways such as CLYC JP, school systems, encouraging the Libby app, and Lakewood live music nights. The goal is to get more outreach this summer.

- b. The board discussed whether there can be joint programming with JP and the library. Chris S noted that Melanie Stein is the JP Director and will follow up.
- c. Lisa Y will look into getting Bodyarmor drinks as rewards for kids.

VII. OLD BUSINESS
VIII. NEW BUSINESS

The current list of committees and members was circulated for updates given the new composition of the board.

Mary McCague asked about the current assignments as to whether all board members should be on the strategic planning committee. The board clarified that strategic planning should be handled by a small committee that submits drafts to the board as a whole.

The secretary was given the updated draft list and will communicate the results.

Nancy asked for a review of the meeting schedule and whether the board should reduce frequency to every other month. The goal would be to have the full board meet every other month and the committees would be encouraged to meet on the off months.

Lisa Yaggie suggested the board hold off until a decision is made on the 259 time frame. The board agreed to continue meeting monthly pending that decision.

EXECUTIVE SESSION

Nancy Padak moved to go into executive session to discuss a personnel matter. The motion was seconded by Lisa Y and the board approved unanimously.

Nancy made a motion to end the executive session, Lisa seconded and the motion passed unanimously.

IX. ADJOURNMENT Nancy adjourned the meeting at 8:08 PM, seconded by Lisa.