

LAKWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
August 12, 2021

**I. CALL TO ORDER/ROLL CALL**

A quorum was determined to be present and Nancy Padak called the meeting to order at 6:45 pm.

Present:

Nancy Padak (President), Chris Swanson (Secretary), Mary Seger, Mary McCague, Lisa Schutte, Shannon Taylor (Director), Apryl Troutman (Treasurer), Bill Burley (arrived after initial quorum)

On phone:

Amy Anderson (Vice President)

Absent:

Paul Andrews, Bob Lingle, Lisa Yaggie

A. Additions/Corrections to Agenda

None

**II. SECRETARY'S REPORT -- Approval of July 8, 2021 minutes**

Nancy made a motion to approve the minutes. Mary Seger seconded and the motion passed unanimously.

**III. TREASURER'S REPORT**

No report; Apryl passed out copies of the investment review

**IV. DIRECTOR'S REPORT**

A. Hours of Operation

Shannon recommends maintaining summer hours of 10-6 Mon-Fri, Saturday 10-2. Mary McCague made a motion to keep the new hours permanently, which was seconded by Apryl and passed unanimously.

B. Construction Aid

Shannon reported that CCLS approved construction aid for bathrooms.

C. Ambassadors

Nancy reported that Nichole Segrue has agreed to take over the ambassadors program.

D. Masks

The latest recommendation from CCLS is to reinstate masks for all employees and patrons. Signage will be changed to highly recommend masks regardless of vaccination status. Shannon will have the authority to mandate mask usage should the CDC or State guidance change, or as deemed necessary before the next board meeting.

It is noted that contactless delivery and curbside delivery are still available.

**V. STANDING COMMITTEE REPORTS**

A. Library Development Committee

The food truck program has been successful but is wrapping up for the season. The next event to be investigated is a Chicken BBQ targeting a Saturday in early fall at 3pm.

B. Marketing/Publicity Committee

No report

C. Personnel Committee

i. Staffing

The Finance and Personnel Committees met and determined that Alison's position should not be replaced at this time in order to compensate for rising costs. There is no immediate need to hire a replacement in order to maintain current library hours and to resume programming suspended by Covid.

D. Grounds and Facilities Committee

No report

E. Strategic Planning Committee

No report

F. Finance Committee

i. Budget

Shannon recommends waiting another year to pursue additional 259 funding and increasing cooperation with other libraries in the system in the interim. The new reduction in staff allows for postponing another year.

Shannon further recommends staying within the tax cap and not attempting an override.

It was noted that due to rising costs, the library must seek additional funding within the next few years in order to sustain operations into the future.

**G. Education and Outreach**

Amy reported that the outreach at Lakewood Beach was successful.

Nancy reported that the YWCA is open to partnership with the library. An opportunity is upcoming as the Week Without Violence will occur in October.

**VI. OLD BUSINESS**

None

**VII. NEW BUSINESS**

Mary Seger suggests becoming more mindful of the role of volunteers by proactively identifying needs, then getting regular volunteers who fit the needs. The library previously organized a Fans of the Library club. Shannon noted that a list of tasks is already available on the website.

Nancy suggested that trustee meetings could occur every other month going forward. Committees can meet on the off months. The board agreed that the next meeting will be in October.

**VIII. EXECUTIVE SESSION**

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

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

**IX. ADJOURNMENT**

Nancy adjourned the meeting at 7:46pm