

**LAKWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
October 14, 2021, 6:30 p.m.**

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

A quorum was determined to be present and President Nancy Padak called the meeting to order at 6:28 p.m.

**Present**

Nancy Padak (President)  
Chris Swanson (Secretary)  
Paul Andrews  
Lisa Schutte  
Bob Lingle  
Lisa Yaggie  
Bill Burley  
Amy Anderson  
Mary Seger  
Mary McCague  
Shannon Taylor (Director)

**A. Additions/Corrections to Agenda**

- i. An executive session was requested to discuss a personnel matter
- ii. Resolutions are needed to update the authorized signatories for two financial institutions with current officers

**II. SECRETARY'S REPORT -- Approval of August 12, 2021 minutes**

Mary McCague made a motion to approve the August minutes which was seconded by Mary Seger and approved unanimously

**III. TREASURER'S REPORT**

Northwest Savings Bank requires a resolution (Appendix A) to remove past president Mary McCague as an authorized signatory and replace her with Apryl Troutman (Treasurer) and Nancy Padak (President). A similar resolution (Appendix B) is to be made for TD Ameritrade.

Mary Seger made the motion to approve the Northwest Savings Bank resolution and Amy seconded. The motion passed unanimously.

Paul made a motion to pass the TD Ameritrade resolution and Lisa Yaggie second. The motion passed unanimously.

Both resolutions will be signed by the Secretary (Chris Swanson), completed by Apryl, and submitted by Nancy.

#### **IV. DIRECTOR'S REPORT**

A regular patron who is a certified ESOL teacher volunteered to teach a Basic English class and it will start on Monday. It was suggested to reach out to SWCS to see if any members of the school community could benefit.

##### **A. Safety Plan/Mask Mandate**

Patron opinions of the mask mandate continues to be mixed, though there has been a decrease in the more vocal objections. Given the need to protect younger patrons who are not yet eligible for vaccination, the board supports continuing the current policy that requires masks regardless of vaccination status.

Nancy moved to reaffirm the current mask mandate and Chris seconded. The motion passed unanimously

##### **B. Ambassadors**

The new ambassadors have begun and are doing a remarkable job, especially at the recent Chicken BBQ. They are open to the idea of doing a TikTok for the library. Fall sports are winding down which will allow more time to convene. There is potential for them to help with the Christmas in the Village festival.

##### **C. Minimum Wage**

The NYS minimum wage is increasing to \$13.20 by the end of year. The library's financial projections remain tight but are expected to be manageable for the next few years following the recently approved staffing modifications.

The 2022 budget is being prepared for the December meeting. The finance and personnel committees need to meet before December; Lisa Yaggie to schedule.

Mary Seger recommended looking into potential for federal grants with the assistance of Maureen Donahue.

The CCLS annual meeting was yesterday and the applied for construction grant is likely to be awarded. Jan Dekoff is doing a fundraising primer/bootcamp for the system and LML has been selected as the model library for the case studies.

## **V. STANDING COMMITTEE REPORTS**

### **A. Library Development Committee (Mary Seger)**

#### **i. Christmas in the Village**

Christmas in the Village is currently scheduled for December 11th - one day only. Bob reports that Walmart is a potential sponsor through donating hot chocolate; the library is being considered to handle distribution. The library book sale that is usually held in November will target December 11th along with other activities such as story time and easy crafts. 3 years ago, the library hosted vendors and the library will consider doing so again. Mary Seger recalled that the kids book sale did very well. She will put out the call for books that meet our donation policy. The library will tentatively support the hours of 10-4. Masks will be required. Nancy will contact Nichole to engage the ambassadors. Lisa Yaggie, Bob Lingle, and Amy Anderson will form an ad hoc planning committee.

The Chicken BBQ was a great success and netted \$1600. The recommendation for next time is to order 350 chickens if not more. The dessert truck also did well and passed along a \$100 donation.

### **B. Marketing/Publicity Committee (Bill)**

The marketing committee will help promote activities for Christmas in the Village as details are finalized. Bill will send thank you cards to the food truck vendors who supported the library at the concerts in the park.

### **C. Personnel Committee (Lisa Yaggie)**

Christmas bonuses are proposed at \$150 for staff and \$300 for Shannon. Mary Seger made a motion to approve and Bob seconded. The motion passed unanimously.

An additional donation was received to supplement the bonuses and it will be allocated accordingly.

### **D. Grounds and Facilities Committee**

No report

### **E. Strategic Planning Committee**

**i. Community Survey**

There have been 21 responses to the survey and the results are positive. The survey will close on Nov 15th.

**F. Finance Committee**

The 2022 budget in progress for discussion at the December meeting

**G. Education and Outreach (Amy)**

No report

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

Nancy moved to go into executive session to discuss a personnel matter, seconded by Lisa Yaggie. The motion passed unanimously.

The board came out of executive session.

Shannon will monitor the potential budget shortfall going into year end. \$8,500 is already budgeted/authorized for Shannon to withdraw from the investment accounts if needed.

Shannon reported that the PPP loan has been successfully forgiven.

**VIII. ADJOURNMENT**

Nancy adjourned the meeting at 7:28.

**The next meeting will occur on December 9th, 6:30 p.m.**

**Appendix A - Resolution on Northwest Savings Bank authorized signatories**

Lakewood Memorial Library

Resolution

Be it resolved that the signers for any and all Northwest accounts for the Lakewood Memorial Library are Nancy Padak and Apryl Troutman. Mary McCague is no longer authorized for this purpose.

Passed

10/14/21

**Appendix B - Resolution on TD Ameritrade Authorized Signatories**



Reset Form

## SECRETARY'S CERTIFICATE REGARDING CORPORATE RESOLUTIONS (PROFIT OR NONPROFIT)

Account #: \_\_\_\_\_

Advisor Code: \_\_\_\_\_

Case #: \_\_\_\_\_

### Agreement

I hereby certify that I am the Secretary of \_\_\_\_\_; a corporation duly organized and existing under the laws of the State/Province of \_\_\_\_\_, and that the following is a true copy of a resolution duly adopted by the board of directors of said corporation at a meeting held the \_\_\_\_\_ day of \_\_\_\_\_, at which meeting a quorum was present and acting throughout, or by unanimous consent of the board of directors dated as of the \_\_\_\_\_ day of \_\_\_\_\_, and that such resolution has not been rescinded or modified and is in full force and effect:

RESOLVED, that the President, Vice President, and the Treasurer of this corporation, or any one of such officers, are hereby fully authorized and empowered to open a brokerage account, transfer, endorse, sell, assign, set over, and deliver any and all shares of stocks, bonds, debentures, notes, evidences of indebtedness, or other securities (including short sales) now or hereafter standing in the name of or owned by this corporation, to purchase stocks, bonds, debentures, notes, evidences of indebtedness, and other securities (on margin or otherwise), and to make, execute, and deliver, under the corporate seal of this corporation, any and all written instruments necessary or proper to effectuate the authority hereby conferred.

### Investments Permitted

The undersigned agree to the entering of purchases and sales of securities as well as all other transactions in the following types of accounts:

- Cash     
  Margin     
 Options:   
  Writing Covered     
  Creating Spreads  
 Purchasing Long     
  Writing Uncovered

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person authorized to trade on an account.

What this means for you: When you are authorized to trade on an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also utilize a third-party information provider for verification purposes and/or ask for a copy of your driver's license or other identifying documents.

I further certify that the authority hereby conferred is consistent with the charter or by-laws of this corporation. Unless indicated below that I am a sole officer, the following is a true and correct list of the officers of this corporation as of the present date and a record of the officers' signatures:

I am the sole officer.

If you are changing the beneficial owner or control person for this entity, please complete the Beneficial Owner/Control Person Entity Update Form.

### PRINT INFORMATION

| A. OFFICER/MANAGER/PARTNER/AUTHORIZED AGENT  |                         |               |
|--|-------------------------|---------------|
| First Name:  | Middle Initial:         | Last Name:    |
| Street Address:  |                         |               |
| City:  | State:                  | ZIP Code:     |
| Social Security Number:  | Date of Birth:          | Phone Number: |
| Please specify if you are: <input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Student |                         |               |
| Employer Name (If self-employed, please provide the name of your business):  |                         |               |
| Please choose the occupation and industry of occupation code that most accurately describes your situation, from the list provided on page 4.  |                         |               |
| Occupation:  | Industry of Occupation: |               |
| Employer Street Address:   |                         |               |
| City:  | State:                  | ZIP Code:     |



|   |  |   |               |
|---|--|---|---------------|
| Check here if you are a:<br><input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Not a U.S. Citizen.  |  | Country of Citizenship (For non-U.S. Citizens and Permanent Residents): |               |
| Country of Dual or Secondary Citizenship (if applicable):   |  | Country of Birth (For non-U.S. Citizens and Permanent Residents):       |               |
| Non-U.S. citizens: Do you hold a current U.S. immigration visa? <input type="checkbox"/> Yes <input type="checkbox"/> No   Specify visa type: _____ Visa Number: _____ Expiration: _____<br><small>(Nonresident aliens must submit Form W-88EN and a copy of a current passport. If a U.S. address is listed, then attach a signed "Letter of Explanation for U.S. Mailing Address/U.S. Phone Number Attachment to Form W-8" (Form TDAI 835).)</small>              |  |   |               |
| <input type="checkbox"/> Check here if you, your spouse, or any immediate family member living in your household (including parents, in-laws, siblings, and dependents) is a member of the board of directors, 10% shareholder, or policy-making officer of a publicly traded company. Specify the company name, ticker symbol, address, city, and state: _____   |  |   |               |
| <input type="checkbox"/> Check here if you, your spouse, or any immediate family member living in your household (including parents, in-laws, siblings, and dependents) is licensed, employed by, or associated with a broker-dealer firm, a financial services regulator, securities exchange, or member of a securities exchange. If checked, please specify entity below, and provide a copy of the required authorization letter (with this application): _____ |  |   |               |
| X Signature: _____  |  | Date: _____   |               |
| <b>B. OFFICER/MANAGER/PARTNER/AUTHORIZED AGENT</b>  |  |   |               |
| First Name:   |  | Middle Initial:   | Last Name:    |
| Street Address:   |  |   |               |
| City:   |  | State:  | ZIP Code:     |
| Social Security Number:   |  | Date of Birth:  | Phone Number: |
| Please specify if you are: <input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Student  |  |   |               |
| Employer Name (if self-employed, please provide the name of your business):   |  |   |               |
| Please choose the occupation and industry of occupation code that most accurately describes your situation, from the list provided on page 4.   |  |   |               |
| Occupation:   |  | Industry of Occupation:   |               |
| Employer Street Address:  |  |   |               |
| City:   |  | State:  | ZIP Code:     |
| Check here if you are a:<br><input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Not a U.S. Citizen.  |  | Country of Citizenship (For non-U.S. Citizens and Permanent Residents): |               |
| Country of Dual or Secondary Citizenship (if applicable):   |  | Country of Birth (For non-U.S. Citizens and Permanent Residents):       |               |
| Non-U.S. citizens: Do you hold a current U.S. immigration visa? <input type="checkbox"/> Yes <input type="checkbox"/> No   Specify visa type: _____ Visa Number: _____ Expiration: _____<br><small>(Nonresident aliens must submit Form W-88EN and a copy of a current passport. If a U.S. address is listed, then attach a signed "Letter of Explanation for U.S. Mailing Address/U.S. Phone Number Attachment to Form W-8" (Form TDAI 835).)</small>              |  |   |               |
| <input type="checkbox"/> Check here if you, your spouse, or any immediate family member living in your household (including parents, in-laws, siblings, and dependents) is a member of the board of directors, 10% shareholder, or policy-making officer of a publicly traded company. Specify the company name, ticker symbol, address, city, and state: _____   |  |   |               |
| <input type="checkbox"/> Check here if you, your spouse, or any immediate family member living in your household (including parents, in-laws, siblings, and dependents) is licensed, employed by, or associated with a broker-dealer firm, a financial services regulator, securities exchange, or member of a securities exchange. If checked, please specify entity below, and provide a copy of the required authorization letter (with this application): _____ |  |   |               |
| X Signature: _____  |  | Date: _____   |               |
| <b>C. OFFICER/MANAGER/PARTNER/AUTHORIZED AGENT</b>  |  |   |               |
| First Name:   |  | Middle Initial:   | Last Name:    |
| Street Address:   |  |   |               |
| City:   |  | State:  | ZIP Code:     |
| Social Security Number:   |  | Date of Birth:  | Phone Number: |
| Please specify if you are: <input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Student  |  |   |               |
| Employer Name (if self-employed, please provide the name of your business):   |  |   |               |
| Please choose the occupation and industry of occupation code that most accurately describes your situation, from the list provided on page 4.   |  |   |               |
| Occupation:   |  | Industry of Occupation:   |               |



| Occupation Codes                               |  |   |
|--|--|---|
| A42 Accountant/Auditor/Bookkeeper              | C82 Compliance/Regulatory Professional   | N21 Nurse   |
| A62 Adjuster                                   | C92 Consultant   | O11 Office Associate  |
| A82 Advertiser/Marketer/PR Professional        | C43 Counselor/Therapist  | O21 Other; If Other, include a description in the Occupation box.             |
| A33 Air Traffic Controller                     | C53 Customer Service Representative  | P81 Pharmacist  |
| A43 Ambassador/Consulate Professional          | D11 Dealer   | P91 Physical Therapist  |
| A53 Analyst                                    | D61 Dentist  | P22 Pilot   |
| A63 Appraiser                                  | D31 Distributor  | P32 Police Officer/Firefighter/Law Enforcement Professional                   |
| A73 Architect/Designer                         | D41 Doctor/Surgeon/Physician   | P42 Politician  |
| A83 Artist/Performer/Actor/Dancer              | D51 Driver   | P52 Project Manager   |
| A93 Assistant/Executive Assistant              | E51 Engineer   | R81 Real Estate Professional  |
| A44 Athlete                                    | E71 Exterminator   | R71 Researcher  |
| A64 Attorney/Judge/Legal Professional          | F71 Factory/Warehouse Worker   | S41 Salesperson   |
| A74 Auctioneer                                 | F81 Farmer/Rancher   | S51 Scientist   |
| L51 Banker/Lending Professional                | F91 Financial Planner/Advisor  | S61 Seamstress/Tailor   |
| B21 Barber/Beautician/Hairstylist              | F22 Flight Attendant   | S71 Security Guard  |
| B31 Broker/Registered Rep                      | F32 Human Resources Professional   | S81 Social Worker   |
| B41 Business Executive (VP, Director, etc.)    | I41 Importer/Exporter  | T41 Teacher/Professor   |
| B51 Business Owner                             | I51 Inspector/Investigator   | T51 Technician  |
| C81 Caregiver                                  | I81 Investor   | T61 Teller  |
| C91 Carpenter/Construction Worker/Contractor   | I91 IT Professional/IT Associate   | T71 Tradesperson/Craftsperson   |
| C22 Cashier                                    | J31 Janitor  | T81 Trainer/Instructor  |
| C32 Chef/Cook                                  | J41 Jeweler  | U21 Underwriter   |
| C42 Chiropractor                               | L31 Laborer  | V11 Veterinarian  |
| C52 Civil Servant                              | L41 Landscaper   | W21 Writer/Journalist/Editor  |
| C62 Clergy                                     | M91 Mechanic   |   |
| C72 Clerk                                      | M22 Military, Officer or Associated  |   |
|  | M32 Mortician/Funeral Director   |   |
| Industry of Occupation Codes                   |  |   |
| A11 Accounting                                 | F11 Fashion/Clothing   | O31 Other; If Other, include a description in the Industry of Occupation box. |
| A21 Advertising/Marketing                      | F21 Financial Services   | P11 Parking and Car Washes  |
| A31 Aerospace/Defense                          | F51 Firearms and Explosives  | P21 Pawn Shops/Brokers  |
| A41 Agriculture/Forestry                       | G11 Gaming/Casino/Card Club  | P31 Personal Care/Hygiene (Beauty, Salon, Cosmetics, Massage, etc.)           |
| A51 Amusement and Recreation                   | G21 Government/Public Administration   | P41 Pharmaceuticals   |
| A61 Animal Services and Veterinary             | G31 Grocery/Supermarket  | P51 Printing/Publishing   |
| A71 Architecture/Design                        | H11 Healthcare/Medical Services  | P71 Professional/Civic Organizations (Non-Retail)                             |
| A81 Arts/Antiques                              | H21 Hotel/Hospitality  | R11 Real Estate   |
| A91 Athletics/Fitness                          | I11 Import/Export  | R21 Religious Organization  |
| A32 Automotive                                 | I21 Information Technology (IT)  | R31 Repair Services - Home, Auto, and Other                                   |
| B11 Aviation                                   | I31 Insurance  | R41 Restaurant/Food Service   |
| C11 Bar/Nightclub/Adult Entertainment Club     | J11 Jewelry, Gems, and Precious Metals   | R51 Retail Sales/Retail Trade   |
| C21 Childcare                                  | L11 Legal Services/Public Safety   | S11 Science and Biotechnology   |
| C31 Cleaning/Janitorial/Housekeeping           | L21 Logistics/Supply Chain   | S21 Security  |
| C41 Communications/Telecommunications          | M11 Manufacturing  | T11 Transportation  |
| C51 Construction/Carpentry/Landscaping         | M21 Maritime   | T31 Travel  |
| C61 Convenience Store/Liquor Store/Gas Station | M31 Media/Entertainment  | U11 Utilities (Public)  |
| C71 Customer Service and Support               | M41 Mining, Oil, and Gas   | W11 Wholesale Sales/Trade   |
| E11 Education                                  | M51 Money Services Businesses (Check Cashing, Money Transmitting, Payday Loans, Currency Exchange) |   |
| E21 Embassy/Consulate                          | N11 Non-Profit/NGO (Non-Government Agency)/Charity   |   |
| E31 Energy                                     |  |   |
| E41 Engineering                                |  |   |

Mailing Address:  
**TD Ameritrade Institutional**  
 PO BOX 650567  
 Dallas, TX 75265-0567

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