

**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: <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: _____ <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. 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: <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: _____ <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: _____	
C. 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: <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: _____ <small>(Nonresident aliens must submit Form W-8BEN 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: _____		

D. TRUSTED CONTACT (Optional)

By completing this section, you authorize TD Ameritrade to contact the person(s) named below for the following reasons: if there are questions or concerns about my whereabouts or health status; if TD Ameritrade suspects that I may be a victim of fraud or financial exploitation; if TD Ameritrade suspects that I might no longer be able to handle my financial affairs; to confirm the identity of any legal guardian, executor, trustee, authorized trader, or holder of a power of attorney; or if TD Ameritrade has any other concerns or is unable to contact me about my account(s) held at TD Ameritrade. **Please review the Client Agreement for the full terms and conditions regarding how TD Ameritrade uses this information.**

NOTE: Your Trusted Contact must be someone other than an account owner and cannot be the Investment Advisor. You may provide more than two Trusted Contact Persons by completing and signing additional Trusted Contact Authorization Forms.

First Name:	Middle Initial:	Last Name:
Relationship:		
Primary Telephone Number:	Email Address:	
Mailing Address:		
City:	State:	ZIP Code:
First Name:	Middle Initial:	Last Name:
Relationship:		
Primary Telephone Number:	Email Address:	
Mailing Address:		
City:	State:	ZIP Code:

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said corporation this _____ day of _____, _____
Day Month Year

Secretary's Signature (or sole officer): _____ Date: _____
Printed Name of Secretary:

[PLACE YOUR CORPORATE SEAL HERE]

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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