

**LAKEWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
December 9, 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 6:31 p.m.

Present

Nancy Padak (President)
Chris Swanson (Secretary)
Paul Andrews
Mary Seger
Apryl Troutman
Lisa Schutte
Mary McCague
Shannon Taylor (Director)
Lisa Yaggie (6:50).

A. Additions/Corrections to Agenda

None

II. SECRETARY'S REPORT --

- A. Approval of October 14, 2021 minutes
- B. Approval of November 12, 2021 Special Meeting minutes
- C. Approval of November 23, 2021 Special Meeting minutes
- D. Approval of November 30, 2021 Special Meeting minutes

A motion was made by Paul to approve the minutes, which was seconded by Mary S. The motion passed unanimously.

III. TREASURER'S REPORT

Apryl reports that the previously approved financial transfer has been received and deposited.

IV. DIRECTOR'S REPORT

No discussion

V. **STANDING COMMITTEE REPORTS**

A. **Library Development Committee**

Mary Seger reports that the appeal for donations was mailed recently and donations are starting to come in. The book sale is ongoing for the month of December.

An upcoming goal is to increase the library's email lists.

Nancy notes that fundraising was down in 2021 so a more concerted effort is needed in 2022. The Fun Run was successful in the past and Apryl will investigate reviving it for early summer. The Chicken BBQ should be reprised, possibly in the spring. Other ideas are a Covid-safe Food For Thought, or an Oktoberfest fest in the lawn or at the Harbor Hotel. Apryl will inquire about Fri-Yay at Southern Tier.

Nancy and Apryl will work on a Fun Run for June

Chris and Bob will do Give Big (May/June)

Apryl will look into another chicken dinner for May, with the entire board to help execute.

Paul and Apryl will look into a potential fall fest (September)

Mary S. will organize two book sales (spring/fall)

B. **Marketing/Publicity Committee**

No report.

C. **Personnel Committee**

Leave/Break policy

The following addition to the policy is proposed:

An employee who uses more than three (3) consecutive workdays for sick/safe leave must provide reasonable confirming documentation. The misuse of sick/safe leave afforded under this policy may result in appropriate disciplinary action (up to and including dismissal).

Lisa Yaggie made a motion to accept the new policy, which was seconded by Apryl. The motion passed unanimously.

Insurance

The cancellation of Shannon's LML policy needs to be finalized. Lisa Y. will follow up.

D. Grounds and Facilities Committee

No report

E. Strategic Planning Committee

The committee will summarize the results of the community survey for February.

F. Finance Committee

No report

G. Education and Outreach

No report.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. 2022 Budget

A motion was made by Lisa Y to approve the tentative budget, with the understanding that the investment income line item may need to be revisited. It was seconded by Paul. The motion passed unanimously.

B. 2022 Board Meeting Dates

Due to multiple scheduling conflicts, it is proposed that the regular meeting night be moved to a different night.

Meetings will resume monthly on the 3rd Tuesday of the month, starting January, 18th 2022, at 7pm.

VIII. ADJOURNMENT

Nancy adjourned the meeting at 8:11.