

LAKWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
May 17, 2022

I. CALL TO ORDER/ROLL CALL

- A. Additions/Corrections to Agenda

II. SECRETARY'S REPORT –

- A. Approval of April 19, 2022 minutes

III. TREASURER'S REPORT

- A. Northwest Signatory Resolution
- B. TD Ameritrade Resolution

IV. DIRECTOR'S REPORT

V. STANDING COMMITTEE REPORTS

- A. Library Development Committee
 - i. Give Big CHQ
 - ii. Other Fundraising
- B. Marketing/Publicity Committee
- C. Personnel Committee
- D. Grounds and Facilities Committee
- E. Strategic Planning Committee
- F. Finance Committee
- G. Education and Outreach

VI. OLD BUSINESS

- A. Library Closure
 - i. Repair Status Update
 - ii. Insurance Claim Status Update
 - iii. Elected Leaders Letter
- B. Proposed By-Law Amendment – Number of Trustees
- C. Upcoming Trustee Openings

VII. NEW BUSINESS

VIII. ADJOURNMENT

LAKEWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
April 19, 2022, 7 p.m.

I. CALL TO ORDER/ROLL CALL

Present:

1. Shannon Taylor (Director)
2. Nancy Padak (President)
3. Chris Swanson (Secretary)
4. Mary McCague
5. Lisa Yaggie
6. Paul Andrews
7. Amy Anderson
8. Bob Lingle - 7:23 p.m.

Absent:

1. Bill Burley
2. Lisa Schutte
3. Mary Seger
4. Apryl Troutman
5. Lisa Schutte

1. CALL TO ORDER/ROLL CALL

Nancy Padak called the meeting to order at 7 p.m.

- a. Additions/Corrections to Agenda
 - i. Chris S. requested to add Give Big to the development committee section
 - ii. The minutes from the 3/29 special meeting need to be approved
- b. Welcome Guest: Jason Stronz – Investment Report

2. BOARD ELECTION

- a. Apryl Troutman is resigning, to be effective by the end of May
 - i. Mary McCague made a motion to accept Heidi Schwab as a board member, which was seconded by Paul. The motion passed unanimously.
 - ii. Amy made a motion to elect Heidi as Treasurer, which was seconded by Mary McCague. The motion passed unanimously.

3. SECRETARY'S REPORT –

- a. Approval of March 15, 2022 minutes.

i. Amy made a motion to approve the March 15th meeting minutes, which was seconded by Bob. The motion passed unanimously.

b. Approval of March 29th special meeting minutes.

i. Paul made a motion to approve the March 29th meeting minutes, which was seconded by Amy. The motion passed unanimously.

4. TREASURER'S REPORT

a. No report.

5. DIRECTOR'S REPORT

a. Deferred to Old Business

6. STANDING COMMITTEE REPORTS

a. Library Development Committee

i. Chicken Dinner

1. Nancy suggests postponing the chicken dinner due to the roof project. A more appropriate time may be for the grand reopening, so Nancy will check with Apryl about the financial impact and feasibility of postponing.

ii. Give Big - June 9th

1. The theme will be Raise the Roof

2. Amy suggests doubling the goal to \$10,000

3. Nancy will ask Mary Seger, Chris Swanson, and Lisa Schutte to form an ad hoc committee to coordinate various fundraising efforts for the duration of the roof emergency.

b. Marketing/Publicity Committee

i. Bob reports the ambassadors made their first promotional video

ii. As the library continues to be closed, Bob offered the bookstore as a site to host storytimes.

iii. The library should investigate any opportunities to do other pop up events, perhaps by leveraging Lakewood businesses or empty retail space on Chautauqua Ave.

iv. Chautauqua Institution Community Day is July 21st and is an opportunity for cross promotion with CCLS. Amy and Shannon will reach out to the D.E.I. committee at SWCS

c. Personnel Committee

i. No report

d. Grounds and Facilities Committee

i. No report

e. Strategic Planning Committee

i. No report

f. Finance Committee

i. No report

g. Education and Outreach

i. Amy and Shannon to work on ideas from pop up/outreach discussion

7. OLD BUSINESS

a. Policy Review

i. Library Use

1. Amy made a motion to accept the amended library use policy, which was seconded by Paul. The motion passed unanimously.

b. Library Closure

i. Status Update

1. The report from the insurance company is still delayed. The new ETA is Friday 4/22. Interior repairs cannot begin until that is approved.

2. Solar panels will be removed next Wednesday to commence roof repair.

3. The total out of pocket will be \$229,280 less the potential state grant of \$171,210, leaving a balance of \$59,070 that the library will owe regardless

4. Insurance will cover the carpets, acoustic panels, painting, and light fixtures at a to-be-determined amount.

5. A decision on flooring and paint will need to be made by the board when the insurance quote comes in. Board members will be asked onsite to evaluate.

ii. Staff Pay

1. Not all employees qualify for unemployment. There is an opportunity to reassign those employees to work on library projects through CCLS starting next week.

2. Other employees who are still working remotely need to be monitored to make sure that all paid hours are being worked. Employees must submit actual hours worked in writing and attest that they are accurate.

8. NEW BUSINESS

a. Upcoming Trustee Openings

i. Lisa Yaggie's and Bill Burley's seats will be open in a few months.

ii. Bob indicates that he had intended to leave after the end of his term, but would be willing to stay long enough to find a replacement.

b. By-Laws

i. Number of Board Members

1. There is a wide range of board sizes within CCLS. Most range from 5 to 11, but many have 9.

2. Paul made a motion to amend the bylaws to set the board size at 9 trustees going forward, which was seconded by Amy. The motion passed unanimously.

3. The proposed bylaw amendment will be submitted to the full board for action at the next regular meeting.

c. A nominating committee will be foregone as the current slate of officers is willing to run for the next term

9. ADJOURNMENT

a. Nancy adjourned the meeting at 8:32 p.m.

To: Senator George Borello
Assemblyman Andy Goodell
County Executive PJ Wendel
Supervisor Jesse Robbins and Town Board Members
Mayor Randy Holcomb and Village Trustees

From: Nancy Padak, President, Lakewood Memorial Library Board of Trustees
Shannon Taylor, Executive Director, Lakewood Memorial Library

Re: Lakewood Memorial Library Update on Recent Temporary Closing

Date: May 12, 2022

If you have driven by the Lakewood Memorial Library any time since early February, you may have seen our "Closed for Repairs" sign. We write to update you on what happened and how we are working to reopen.

In early February, after an especially vicious snowstorm, the library developed more than a dozen ceiling leaks. The water damaged the ceiling and floor. We eventually had to have all 26,000 books, DVDs, audiobooks, magazines, furniture, and computers removed from the library and put into off-site storage. Because of the volume of water inside the building, we also had to pipe in 100-degree heat for about 10 days. The library had to be closed, and our staff had to be put on part-time status.

Eventually, we were informed that the leaks were caused by a defective roof system including the roof-mounted HVAC and that we needed to replace both. Inside we need to repair the ceiling, replace flooring, and paint the walls.

We hope to be awarded a New York State Library Construction grant intended to cover 75% of the roof work, HVAC replacement, and removal/ reinstallation of our solar panels. We expect that the inside repairs will be covered by insurance, although we are still awaiting a final settlement with our insurance company.

Currently, we do not yet know the library's share of financial responsibility. Based on the quotes we have received to date; we're estimating at least \$100,000. When the final insurance settlement is known, we intend to begin fundraising to attempt to cover our losses. We currently have the money to cover our out-of-pocket costs in our "rainy day" fund, but our portion of these expenses will seriously deplete our resources. (The vast majority of the library's worth, as reported on federal 990 forms, represents the value of the building and land. Our cash reserves are much smaller.)

As you can see, the library has been through a lot this winter/spring. We would appreciate any guidance or assistance you might be able to provide. And if any of your staff or constituents contact you with questions or concerns about the library, feel free to direct them to our website

(lakewoodlibrary.org), where all Board of Trustee minutes are archived, or ask them to contact the library's Executive Director, Shannon Taylor (director@lakewoodlibrary.org).

We sincerely appreciate all of your ongoing support.

Lakewood Memorial Library-April Year To Date

	Apr			YTD	YTD	
	Apr-21	Budget	Variance	Actual	Budget	Variance
Revenues and Other Support						
Local Support	\$ -	\$ -	-	\$ 139,000	\$ 139,000	0.0%
NYS Construction/Bullet Aid	\$ -	\$ -	-	\$ -	\$ -	-
Federal Aid	\$ -	\$ -	-	\$ -	\$ -	-
Local Library Services Aid/CCLS	\$ 230	\$ 200	15.0%	\$ 230	\$ 800	-71.3%
Chautauqua-Cattaraugus Library System	\$ 1,047	\$ 450	132.7%	\$ 1,047	\$ 1,800	-41.8%
Total Government Support	\$ 1,277	\$ 650	96.5%	\$ 140,277	\$ 141,600	-0.9%
Donations/Grants/Memorials	\$ 596	\$ 1,250	-52.3%	\$ 2,515	\$ 5,000	-49.7%
Fundraising	\$ 50	\$ 2,000	-97.5%	\$ 500	\$ 8,000	-93.8%
Library Charges	\$ -	\$ 175	-100.0%	\$ 139	\$ 700	-80.1%
Book Sale/Other Receipts	\$ -	\$ 175	-100.0%	\$ 59	\$ 700	-91.6%
Transfers from Investment Account	\$ -	\$ -	-	\$ -	\$ -	-
Total Other Support	\$ 646	\$ 3,600	-82.1%	\$ 3,212	\$ 14,400	-77.7%
Total revenues and other support	\$ 1,923	\$ 4,250	-54.8%	\$ 143,489	\$ 156,000	-8.0%
Expenses						
Employment Expenses						
Staff Wages	\$ 8,717	\$ 8,604	1.3%	\$ 34,511	\$ 34,418	0.3%
Taxes/Benefits/Insurance	\$ 1,481	\$ 1,473	0.6%	\$ 4,804	\$ 5,891	-18.5%
Total employment expenses	\$ 10,198	\$ 10,077	1.2%	\$ 39,315	\$ 40,309	-2.5%
Other Expenses						
Capital Expenditures	\$ 7,226	\$ -	-	\$ 13,900	\$ -	-
Utilities/Property Maintenance	\$ 514	\$ 1,375	-62.6%	\$ 3,903	\$ 5,500	-29.0%
Office Supplies	\$ 12	\$ 150	-92.0%	\$ 387	\$ 600	-35.5%
Telecommunications	\$ 169	\$ 150	12.6%	\$ 469	\$ 600	-21.9%
Professionals	\$ -	\$ 650	-100.0%	\$ 600	\$ 2,600	-76.9%
Equipment & Repair	\$ -	\$ 250	-100.0%	\$ 148	\$ 1,000	-85.2%
Library Materials	\$ 2,192	\$ 2,500	-12.3%	\$ 7,357	\$ 10,000	-26.4%
Programs	\$ -	\$ 250	-100.0%	\$ 54	\$ 1,000	-94.6%
Fundraising	\$ -	\$ 333	-100.0%	\$ -	\$ 1,333	-100.0%
Miscellaneous	\$ 13	\$ 422	-97.0%	\$ 252	\$ 1,689	-85.1%
Total other expenses	\$ 10,124	\$ 6,081	66.5%	\$ 27,070	\$ 24,323	11.3%
Total expenses	\$ 20,323	\$ 16,158	25.8%	\$ 66,384	\$ 64,632	2.7%
Net operating income (loss)	\$ (18,400)	\$ (11,908)	54.5%	\$ 77,105	\$ 91,368	-15.6%