

LAKESWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
December 8, 2022

I. CALL TO ORDER/ROLL CALL

- Present
 - i. Nancy Padak (President)
 - ii. Chris Swanson (Secretary)
 - iii. Mary Seger
 - iv. Heidi Schwab
 - v. Mary McCague
 - vi. Paul Andrews
 - vii. Amy Anderson
 - viii. Shannon Taylor (Executive Director)
- Absent
 - i. Julie Toennis
 - ii. Lisa Schutte

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

II. Additions/Corrections to Agenda

Meetings will be moved to the 3rd Thursday of the month at 7 p.m. starting in 2023.

III. SECRETARY'S REPORT

Paul made a motion to approve the November minutes, which was seconded by Amy. The motion passed unanimously.

IV. TREASURER'S REPORT

Heidi reports that the state requires the library to file unclaimed funds. The library issued a \$200 check years ago for payment for a program. The check was never cashed and eventually voided. To avoid having to file the unclaimed check with the state, the library will contact the intended payee to reissue the check and ensure that it is cashed. Audits for unclaimed payments will be expected annually.

V. DIRECTOR'S REPORT

Mary Seger asked for clarification on why the budget line item for the book sale is combined with other receipts. Shannon explained that the line item categories are defined by the state.

Door Counters

Shannon recommends replacing the door sensor/counters with the simpler style counters that are currently installed. The more complex model would likely incur substantial installation costs. The counters are used to fulfill a state reporting requirement. Heidi made a motion to approve \$1,200 for two new door counters, which was seconded by Amy. The motion was approved unanimously.

Security Cameras

Two quotes were obtained to upgrade the library's security system to include cameras. The library's current fire alarm vendor, FSC Systems, provided the lower bid. Heidi made a motion to spend \$6,140 on the security system that was quoted by FSC Systems. The motion was seconded by Mary Seger and passed unanimously.

VI. STANDING COMMITTEE REPORTS

Library Development Committee

- Mary Seger reports that 90 people attended the book sale on Thursday, 43 on Friday, and 50 on Saturday. Attendance and proceeds were mediocre and 50-60 boxes of donated and withdrawn books remain in storage at the library. The next book sale will be in May 2023.
- Melanie found a company called Better World Books that will handle excess books as long as they can be scanned into their inventory program. They provide boxes and pay for shipping. They attempt to sell, donate, or recycle books in that order. Books that are sold would return 15% to the library. The library could engage volunteers to help clear the backlog of items that did not sell at the recent book sale..
- Nancy reports that Lisa Schutte has resigned from the board due to time commitments and standing conflicts, but will continue volunteering as well as her work on merchandise and marketing.
- Nancy suggests a chicken BBQ in May. She will inquire to see if it can be aligned with the book sale.

Executive Committee

- The proposed Personnel Contingency Plan will be implemented with the current board members.
- The proposed 2023 budget included a desired part time position that would bring the projected library payroll expenses to within exhausting all but \$11,000 of the 259 funding. There is a risk to the library that all non payroll operating

expenses (~\$70,000 less the \$11,000 remainder from 259) have to be generated annually by fundraising efforts.

- Shannon reports that the current staffing levels are adequate in the near term, however there are risks that current levels may not prove sustainable long term and additional staff may be necessary to meet NYS operating minimums and library needs. The proposal to hire an additional part time resource will be reevaluated in 6 months unless a position becomes vacant in the interim.
 - Volunteers can be used to help cover the circulation desk. Many other libraries do this.
 - The proposed budget will be updated to reduce payroll expenses to \$126,055 by cutting the unfilled part time position, reduce projected income from various sources, and allocate any new balance to programming expenses.
 - Paul made a motion to approve the revised 2023 budget proposal, which was seconded by Mary McCague. The motion passed unanimously. (See Appendix A)
- Open Meeting Policy
- Amy made a motion to accept the 11/22 Open Meeting Policy revision. The motion was seconded by Heidi and passed unanimously. (See Appendix B)
 - The NYS Open Meetings Law was recently amended to continue the option of conducting meetings using video conferencing. The additional requirements for video conferencing were determined to be a poor fit for the library. All library board meetings will be conducted in person pursuant to the NYS Open Meetings Law.

Donations Policy

- The library needs to be more selective in what types of book donations are accepted. The policy will be further amended to include a limit of 3 boxes per patron.
- Staff will be responsible for rejecting donations that don't meet the policy.
- Mary Seger made a motion to approve the amended donation policy, which was seconded by Amy. The motion passed unanimously. (See Appendix C)

VII. OLD BUSINESS

- Conflict of interest forms need to be returned to Shannon.
- Christmas in the Library is scheduled for 12/17. New Leaf Photography and Pea Pod and Juniper have approached the Library to partner on FaLaLaLakewood. The library will host Santa, hot chocolate, crafts, and workshops.

VIII. NEW BUSINESS

Heidi notes that staff performance appraisals need to be scheduled. Nancy will target spring.

IX. EXECUTIVE SESSION

- Nancy made a motion to enter executive session to discuss a personnel matter. The motion was seconded by Mary McCage and passed unanimously.
- Paul made a motion to end the executive session, which was seconded by Amy. The motion passed unanimously.

X. ADJOURNMENT

Paul made a motion to adjourn at 8:18 p.m. which was seconded by Amy. The motion passed unanimously.

The next meeting will be Thursday, February 16th at 7 p.m.

Appendix A - 2023 Budget

	2023 Budget	% of Total Budget
Revenues and Other Support		
SWCS 259	\$ 139,000	71%
NYS Construction/Bullet Aid	\$ -	
Local Library Services Aid	\$ 2,400	1%
Chautauqua-Cattaraugus Library System	\$ 5,400	3%
Total Government Support	\$ 146,800	75%
Donations/Grants/Memorials	\$ 18,000	9%
Fundraising	\$ 25,800	13%
Library Charges	\$ 2,000	1%
Book Sale/Other Receipts	\$ 2,750	1%
Transfers from Investment Account	\$ -	0%
Total Other Support	\$ 48,550	25%
Total revenues and other support	\$ 195,350	
Expenses		
Employment Expenses		
Staff wages	\$ 104,912	54%
Taxes/Benefits/Insurance	\$ 18,698	10%
Total employment expenses	\$ 123,609	63%
Other Expenses		
Capital Expenditures/Building Repair	\$ -	
Utilities/Property Maintenance	\$ 16,000	8%
Office Supplies	\$ 1,800	1%
Telecommunications	\$ 960	0%
Professionals	\$ 7,500	4%
Equipment & Repair	\$ 4,075	2%
Library Materials	\$ 30,000	15%
Programs	\$ 2,730	1%
Fundraising	\$ 4,800	2%
Miscellaneous	\$ 3,876	2%
Total other expenses	\$ 71,741	37%
Total expenses	\$ 195,350	
Net operating income	\$0	

Appendix B - Open Meetings Policy

Lakewood Memorial Library Open Meeting Policy
(revised 11/22)

New York's Open Meetings Law confers upon the public the right to observe the performance of public officials and to attend and listen to the deliberations and decisions that go into the making of public policy. It does not give the public the right to speak or participate in board meetings outside of public comment periods.

The Lakewood Memorial Library invites the public to all meetings of the Board of Trustees. Board meetings are for the conduct of library business. They are not public hearings about library affairs. The Board reserves the right to hold portions of meetings involving discussions of confidential matters private, with decisions affecting the public to be made known as deemed sensible.

All members of the public attending a board meeting, regardless of residency, may speak briefly (3 minutes unless granted more time by the Board President). There are two Public Expression items on each regular agenda – once after approval of previous minutes, and again before adjournment.

If unable to attend a meeting, comments from the public to the Library's Board of Trustees are welcome in writing, addressed to: Library Board President, Lakewood Memorial Library, 12 W. Summit St., Lakewood NY 14750. As required by the Open Meetings Law, minutes are taken at all board meetings. Minutes are archived on the Library website: lakewoodlibrary.org.

Approved by the Board of Trustees January 12, 2016
Reviewed March 14, 2019
Revised 11/22

Resource:

<https://www.buffalolib.org/sites/default/files/users/col/files/Draft%20Policies/Open%20Meetings%20Policy%20FINAL%20DRAFT.pdf>

Appendix C - Donations Policy

LAKEWOOD MEMORIAL LIBRARY

Donations Policy

The Lakewood Memorial Library believes that private giving plays an important role in extending and enriching the services of the Library. The Library accepts gifts (including financial securities) at the discretion of the Library Director and/or Board of Trustees under the following conditions:

Unrestricted monetary gifts will be used at the discretion of the Library Director and/or Library Board in accordance with all library policies.

Restricted monetary gifts will be accepted on condition that the specific use requested is consistent with the mission, goals, and objectives of the Library. A restricted gift must be approved by a vote of the Library Board, pursuant to New York State Education Law sec. 257.

Gifts of library materials (books, DVDs, etc.) may be accepted with the understanding that the Library reserves the right to add them to its collection, or distribute, donate, sell, or discard them. The Library reserves the right to determine its retention, location, cataloging treatment, and other considerations related to its use, maintenance, or removal.

Please follow these guidelines when making donations to the Library:

We accept

- Hardcover Books
- Paperback Books
- DVDs & CDs

We CANNOT Accept

- Damaged or Dirty Books
- Magazines or Newspapers
- VHS or Cassette Tapes
- Textbooks or Reference Books
- Condensed or Outdated Materials

Donations are only accepted at the front desk during library hours. Do not leave donations outside or in the vestibule. Each patron may donate up to 3 boxes of acceptable items.

All gifts, upon acceptance and receipt by the Library, become the property of the Library. All items shall be accepted only on condition that they may be sold, kept, given away or discarded at the discretion of the Library Board and/or the Library Director.

The Library Director will establish and maintain a donation tracking system to record and document specific donations. Upon request, the Board of Trustees can review this system.

The Library reserves the right at all times to dispose of any gift without notification to the donor, if in the judgment of the Library Director, or his/her designee, such item no longer serves the purposes of the Library. The Library will not automatically replace worn or lost gift items.

Acknowledgement

On receipt of a donation or memorial gift exceeding one thousand dollars (\$1000.00), the Library Director will contact the donor or the person in whose name the memorial has been established, In addition to thanking this person for library support, the Director will seek information about possible intended uses: unrestricted use in support of the library mission, library books (adults, children), technology (e.g., computer upgrades), books on CD, DVDs, or special projects (e.g., children's programs). In all cases, this process will guide the expenditure of large or memorial gifts.

The Library will acknowledge gifts of any size with a letter of receipt. In the case of large or memorial donations, the acknowledgement letter will include information about fund expenditure.

Valuation

The Library is unable to appraise or estimate the value of gift donations. The responsibility and cost for such assessment lies with the donor, and the Library recommends that donors consult with their attorneys and/or tax advisors. The Library is a tax-exempt 501(c)(3) organization.

Approved: August 1, 2019

Revised: 12/8/22