

**Lakewood Memorial Library**  
**Board of Trustees Meeting**  
February 16, 2023, 7 p.m.

**I. Call to Order**

Attendance

- 1) Nancy Padak (President)
- 2) Chris Swanson (Secretary)
- 3) Julie Toennis
- 4) Amy Anderson
- 5) Paul Andrews
- 6) Mary McCague
- 7) Mary Seger
- 8) Heidi Schwab
- 9) Shannon Taylor (Director)

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

**II. Board Election**

Mallory, the student trustee, has resigned due to time commitments. A process for finding a new student trustee will be developed prior to the next board meeting. Shannon will do some outreach to SWCS and the trustees will develop an application process.

Lynn Kinnear, retired librarian from Smith Memorial Library, is proposed as a candidate to fill Lisa Schutte's seat.

Heidi made a motion to elect Lynn Kinnear to the board to fill Lisa Schutte's seat. The motion was seconded by Nancy and passed unanimously. The term expires in June 2024.

**III. Secretary's Report**

Mary Seger made a motion to approve the December minutes, which was seconded by Paul. The motion passed unanimously.

**IV. Treasurer's Report**

Paul asked whether the recent sale of the mall affects the settlement with the local taxing entities. Heidi will follow up.

90% of the state construction grant was deposited on January 3rd, 2023. The funds received from the construction grant will be transferred to the capital investment account. Final reporting is underway to release the last 10% of the grant.

The ability to process electronic fund transfers between the bank and investment accounts has been set up.

The memorial fund designated for construction related expenses was exhausted during the roof project. Research will be done to find out if the separate memorial fund needs to be kept open or if it can be combined with the regular capital account.

The 2023 budget has been inputted into Quickbooks online.

Amy made a motion to approve the treasurer's report, which was seconded by Paul. The motion passed unanimously.

## **V. Director's Report**

The 2022 fiscal year ended with a \$2,630 operating loss due to the roof leak crisis.

Funds have been donated in memory of Linda Scotty. Bids will be solicited for landscaping on the north side of the building.

New quotes are needed for the Joe Johnson history room plaque.

Christmas at the library was well attended and received. Easter at the Library is planned.

## **VI. Library Development**

The next chicken dinner is Thursday, June 29th from 4-6 p.m. 300 tickets will be available. Sweets and Eats is also engaged.

Mary Seger reports that Lisa Schutte is still interested in working on marketing and logos. Shannon proposes that the sign out front be included in the update.

The American flag outside the library is frayed and will be replaced. The existing flag will be taken to the American Legion for proper disposal.

Julie has information on the top selling promotional items that she will forward.

The annual appeal will be starting soon. Messaging for the next series of publicity campaigns needs to be developed.

Nancy will ask Lynn if she is able to run a spring book sale as Mary Seger isn't available during the intended time frame.

Give Big is coming up in June. Shannon suggests the theme should be a children's area for elementary age kids and a maker's space. The intended goal is \$4,000.

Shannon put together a Library Trustee Roles & Responsibilities document as several new members are coming on to the board.

## **VII. New Business**

Heidi recommends investigating the purchase of an AED and a hosting CPR class at the library. Julie will talk to the fire chief to see if they can assist with either. Julie suggests other programs such as a babysitting class.

## **VIII. Adjournment**

Nancy adjourned the meeting at 8:23 p.m.