

**Lakewood Memorial Library
Board of Trustees Meeting
April 20th 2023, 7 p.m.**

I. CALL TO ORDER/ROLL CALL

Present

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

Absent

- 9) Mary Seger
- 10) Julie Toennis

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

Additions/Corrections to Agenda

None

II. SECRETARY'S REPORT

Heidi made a motion to accept the February 16th, 2023 minutes, which was seconded by Paul. The motion passed unanimously.

III. PERIOD FOR PUBLIC EXPRESSION (no more than 3 minutes per person)

None

IV. TREASURER'S REPORT

- Amy made a motion to consolidate the Courier Capital "Capital Account" into the Courier Capital "Memorial Fund". The motion was seconded by Paul and passed unanimously.
- Shannon reports that the bathroom grant is not yet finalized due to the library being charged for 6 toilets when only 3 are in the building.

- Amy made a motion to accept Heidi's recommendation to move \$225,000 from the Northwest checking to the Courier Capital "Memorial Fund" account. The motion was seconded by Lynn and passed unanimously. *Secretary's note: The "Memorial Fund" was previously tapped to cover the emergency roof repair costs; the related grant funding has since been received by the library and is being reinvested.*

V. DIRECTOR'S REPORT

- Southwestern Literacy Night helped drive a record number of library card signups. Library card registration will be available at the Lakewood farmer's market this summer.
- The farmers market has been tentatively moved to Denny's, but Shannon recommends offering the library's lawn to keep it in the village center. Melanie will follow up to make this offer.
- Easter at the library was a big success with at least 50 in attendance. The inclusion of activities geared toward adults was especially well received.
- Amy suggested some programs that have been successful at other local libraries, such as family scavenger hunts with prizes and passbooks for accrued visits.

VI. STANDING COMMITTEE REPORTS

Library Development Committee

- The annual appeal has generated just under \$5,000 so far.
- GiveBig CHQ 2023 is scheduled for June 8th. The fundraising goal will be \$3,000 to fund a kids/maker's space. The budget includes a 3-D printer, fairy lights, birdfeeder, maker's space cart and kits, crafts table, lego wall, lite bright wall, and other items.
- The chicken dinner will be held June 29th with onsite cooking from 3 p.m. to 6 p.m. Advertising will need to be organized and volunteers will be needed from 3 p.m. to 7 p.m.
- The book sale will be held May 11th-13th with setup on Wednesday the 10th. Tables are arranged through the Town of Busti and are needed on the 9th. The DPW has previously assisted with transportation of the tables. Lynn drafted a plea for book donations for the library to send via email.
- Amy recommends adding more SEL (social emotional learning) books to the library's catalog.

- Chris shared an idea for a family reading after dark campout idea that she will email to Melanie for follow up.

Executive Committee

- Shannon's annual evaluation was successfully delivered by the executive committee.
- Shannon has been tasked with ramping up the volunteer program.
- The board suggests allowing volunteers to work circulation again. As this position allows visibility into patron names and addresses, a confidentiality policy will be drafted for volunteers to sign. The volunteer screening process would be the same as for employees.

Grounds and Facilities Committee

- Landscaping bids for the Linda Scotty memorial are in and will be presented to families for input.
- A bike rack that was donated by Hollyloft has been installed. Fittingly, it is a 1930's or 1940's era rack that was previously at Prendergast Library.
- Paul has replaced the tattered American flag. The solar light has been purchased and is awaiting installation.

VII. OLD BUSINESS

- Heidi made a motion to approve switching to high speed internet service. The motion was seconded by Amy and passed unanimously.
- Board members should optionally send a pledge for the Give Big match to Melanie or Shannon.
- CPR training was investigated but may be cost prohibitive to offer.
- Grants to purchase an AED are being sought.

VIII. NEW BUSINESS

Student trustee

Lucy Colburn has been recommended to serve as the student trustee.

Trustee opening

- Amy Anderson will not be seeking reappointment at the end of her term in June. The three other trustees with expiring terms are expected to return.
- Chris will draft a list of Secretary tasks that can be downshifted.

Community outreach

- The library needs to get its brand out into the community. The board should reach out to local businesses and organizations that might be willing to be ambassadors for the library.
- Amy suggested advertising the BBQ by handing out fliers at local youth athletic fields.
- Chris suggested advertising at the top of Chautauqua on the day of.
- Amy suggested story hours at the park/gazebo given the success of the new playground.

IX. PERIOD FOR PUBLIC EXPRESSION (no more than 3 minutes per person)

None

X. ADJOURNMENT

The meeting was adjourned at 8:01 p.m.