

LAKESWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

August 17, 2023
6:00 PM

I. CALL TO ORDER/ROLL CALL

Nancy called the meeting to order at 6:02 p.m.

Present

Nancy Padak (President)
Chris Swanson (Secretary)
Paul Andrews
Mary McCague
Shannon Taylor (Director)
Lynn Kinnear
Mary Seger
Heidi Schwab

II. SECRETARY'S REPORT

Heidi made a motion to approve the June 15, 2023 minutes, which was seconded by Paul and passed unanimously.

III. TREASURER'S REPORT

Heidi reports that the fund transfers approved in June have been completed and the investment accounts have been consolidated.

Jason, the library's financial advisor, will be invited to our next board meeting to give an update on the library's investments.

IV. DIRECTOR'S REPORT

A. Program Report

Library usage is up significantly by visits, program participation, and circulation. 330 people attended the petting zoo.

B. Chautauqua Works employees

Chautauqua Works employees successfully completed a significant amount of extra work around the library over the past six weeks. The library can apply every April for resources in future summers.

C. Other program updates

Southwestern used to have a library page program where students could be paid to intern at the library. Shannon will seek grants that may be applicable to fund such a program.

New and upcoming programs include a bilingual (Spanish/English) program and after school story time. Digital literacy will be rebranded and movie nights are being investigated for a variety of age groups.

Local history is now by the teen section The 3d printer will move to the former history room. The new security cameras are in place.

Progress is being made on the new juvenile area and the whiteboard table is proving popular.

V. STANDING COMMITTEE REPORTS

A. Library Development Committee

Donations from the March annual appeal have slowed, however several new business checks have come in for \$450.

The next book sale will be November 9th-11th. People who have volunteered for the library in the past year will be given “book bucks” to pick out some free books as a thank you.

The Chicken BBQ netted \$1207. The rate of return is low compared to other fundraisers. Designer Bag Bingo will be investigated as a replacement for the Chicken BBQ.

Shannon will meet with Sue to review the pro bono logo redesign.

B. Grounds and Facilities Committee

A dead tree limb will be taken care of. It is covered in budget.

The Linda Scotty memorial bench will be installed soon.

VI. OLD BUSINESS

Several candidates have been approached to fill the two vacant trustee seats with no results. The library will put out a public call for applications on social media and email.

VII. NEW BUSINESS

A. Patron Conduct Policy

Lynn made a motion to approve the patron conduct policy, which was seconded by Paul and passed unanimously. (See appendix A)

B. Photography and Filming Guidelines

Tabled until October

C. 3D Printer Policy and Procedures

Paul made a motion to approve the 3D printer policy, which was second by Heidi and passed unanimously.

D. Microsoft Teams

A proposal to use Microsoft Teams for board and library documents will be demonstrated in October

E. Fall hours of operation

Shannon has analyzed data from the door counters, compared with typical fall school/sports schedules, and suggests changing hours for the fall:

Monday/Tuesday 10 a.m. to 5 p.m.
Wednesday/Thursday 10 a.m. to 7 p.m.
Friday 10 a.m. to 6 p.m.
Saturday 10 a.m. to 2 p.m.

The hours will be effective 9/5/23.

F. Student Trustee/Teen Advisory Board

Shannon suggests forming a teen advisory board through SWCS. This will be investigated.

G. Events

Trick or Treating at the Library - October 26th
Christmas at the Library - December 16th

VIII. ADJOURNMENT

Paul made a motion to adjourn which was seconded by Mary. The meeting was adjourned at 7:51 p.m.

The next meeting will be held Thursday, October 19th, 2023 at 6 p.m. at the library.

Appendix A

Lakewood Memorial Library

Patron Conduct Policy

The Lakewood Memorial Library (LML) and its facilities are to be used for library purposes only. Conduct that interferes with that use or is inconsistent with that use is not permitted. This policy has been adopted for the comfort and protection of all who use library materials and services. LML staff will courteously, but firmly, enforce this policy.

Conduct will not be permitted if it is disruptive, disturbing, or potentially harmful to others, if it otherwise interferes with other patrons' enjoyment and use of the LML, or if it is inconsistent with the LML's mission. This includes, but is not limited to:

- disorderly conduct, noise, or activity that interferes with the rights of others, whether intentional or inadvertent;
- physical abuse or threatening behavior or language;
- filming, recording, or photographing any person after being asked to desist;
- engaging in conduct (such as persistent staring or gestures) that would cause a reasonable person to fear for his or her personal safety or feel distressed, alarmed, or harassed; or
- the misuse of library materials, equipment or furnishings.

Maintenance of proper conduct is one of the responsibilities of LML staff. Staff have the authority to deal firmly but courteously with patrons who are violating the Patron Conduct Policy. Actions taken by staff may include making the patron aware that the behavior violates the principles of conduct or is a prohibited activity, warning the patron that he/she will have to leave if the behavior does not change, and telling the patron to leave the library. In some cases, the patron may be escorted from the building by staff or the police.

Anyone known to have violated the Patron Conduct Policy may be excluded from the LML and its programs as a matter of administrative policy. If the behavior involves illegal activity, staff have full authority to call the police. Based upon the severity of the situation, a suspension of library privileges for up to one year may be applied without advance warning. Written notification of a suspension period greater than seven days shall be delivered to the patron, or in the case of a minor (under the age of 18), to the parent or legal guardian.

Patrons shall have the right to submit a written request for an administrative review of a suspension period greater than seven days. Patrons shall include in the request any written documentation they seek to have considered in the review process. The suspension shall remain in effect pending the administrative review. The Library Director's decision shall be final.

Approved: August 17, 2023

Appendix B

Lakewood Memorial Library

3-D Printers: Policy and Procedures

Policy

The Lakewood Memorial Library's 3-D Printer demonstrates the library's commitment to learning, exploration of ideas, and exercise of creativity. Any individual using the library's 3-D printer agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to the individual's use of the 3-D printer, including but not limited to violations of patent, trademark, and/or copyright law.

The printer may only be used for lawful purposes. Printing weapons, sexually explicit materials, and other items that contravene the Library's Patron Rules of Conduct are not allowed. All other library policies apply also apply to the use of the 3-D printer.

Procedures

- Users must hold valid library cards.
- Users must be trained/ certified by the library. Contact Library Director (director@lakewoodlibrary.org) for training appointment.
- 3-D printer is available on a first come, first served basis.
- Users should use Thingiverse or have a design in .STL format. Projects must be approved by library staff before printing begins.
- Users must stay/ watch for 10 minutes to make sure project is printing properly.
- Only library staff can remove objects from the printer. Objects not picked up in 4 weeks become library property.
- Users (or parents/ responsible adults, if users are minors) are responsible for fees or loss or damage to property. The library is not responsible for damage to or loss of users' personal property.
- The library does not refund printing fees for completed items that do not come out as intended.
- Cost: \$.05 per gram; automatically calculated by 3D printing software

Approved August 17, 2023