

LAKEWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

June 11, 2025

6:30 PM

**CALL TO ORDER/ROLL CALL**

A quorum was determined to be present and Nancy Padak called the meeting to order at 6:29 p.m.

Present

- Lisa Yaggie
- Nancy Padak (President)
- Lissa VanDewark
- Mitch Klein
- Chris Swanson (Secretary)
- Shannon Taylor (Director)
- Nick Spry (Vice President)
- Lynn Kinnear

Absent

- Jade Barber
- Maria Malmström

Guests

- Donelle Melville (Program Director)

**Additions/Corrections to Agenda**

Under New Business: Update the bank signers following the election

**BOARD ELECTIONS**

Election to fill vacant seat

Nancy nominates Lisa Yaggie to serve a full term from June 2025 to June 2028. The motion was seconded by Lynn and passed unanimously.

Election of officers

Nancy nominates the following slate of officers for July 2025 - June 2026

*Nick Spry - President*

*Jade Barber - Vice President*

*Christine Swanson - Secretary*

*Mitch Klein - Treasurer*

Lynn made a motion to elect the proposed slate of candidates to be LML officers from July 2025 to June 2026. The motion was seconded by Lissa and passed unanimously.

#### Nominations to fill vacant board seat

Nick suggests Tom Courtice to fill the seat being vacated by Nancy. The nomination cannot be voted on without a change to the bylaws so the matter was tabled pending that change.

### **SECRETARY'S REPORT**

Nick made a motion to approve the April 9, 2025 minutes. The motion was seconded by Lisa and passed unanimously.

### **TREASURER'S REPORT**

No report

### **DIRECTOR'S REPORT**

Shannon reports that the library has a new intern for the summer. Key Bank employees volunteered to touch up the library with paint donated by Home Depot. Overall, all is well with the library.

#### Program Report

The digital literacy grant from CCLS was completed. Participants who attended gave positive feedback.

Homeschool classes went very well. Attendance dipped over the winter. The most popular lessons were on art history and fine arts. Partnership opportunities with JCC are being explored, including a college internship for art students to provide related programs in exchange for credit hours.

Planning for the summer reading program is complete and information will be sent out to SWCS students within a week.

Going forward, teen programming will be revamped as its own separate initiative rather than piggybacking on programs for younger children. Lotus Flour bakery has agreed to provide a cupcake decorating lesson.

Ashville library will partner on a canvas swap where art canvasses are swapped between libraries and contributions are added by patrons at each library.

Attendance for Monday painting is exceeding what staff can support so volunteers are needed.

With programming attendance growing, the library's space is becoming a limitation. Some ideas include moving noisier children's programming to after regular library hours.

### Give Big CHQ

The LML will participate in Give Big on June 12th. The focus of donations will be on LML programs.

## **STANDING COMMITTEE REPORTS**

### Library Development Committee

The Annual Appeal has raised over \$8,000. Handwritten envelopes seemed to make a difference in bringing in donations. Fundraising is over \$15,000 due to several donations that came in January from the November appeal.

The Spring Book Sale went well. The Sneak Peek was not overly well attended, however it was the first attempt. The usual early birds came and were more interested in the books than in the social event. The event was low effort and still brought in extra money. In future years, the event should start earlier, and be of shorter duration. The book sale made around \$1,000. The leftover children's books were passed on to the Lakewood Women's Club to be given away at Hartley Park this summer.

Books, Bites, & Bids will be held 9/19/2025. Sponsors are being sought for the event. Donelle recommends spending a little money on advertising and trying to get a press release into the Post Journal.

### Grounds and Facilities Committee

New keypad is installed

## **OLD BUSINESS**

### 259 Referendum

The requested funding increase passed at the recent school board election.

## **NEW BUSINESS**

### Bylaw Amendment

Nick made a motion to recommend the following amendment to the bylaws. The motion was seconded by Lynn and passed unanimously.

*The board shall maintain two thirds or more of its members to be residents of the Southwestern Central School District. If the number of board members is not divisible by three, then the board shall maintain over two thirds of its members to be residents of the Southwestern Central School District.*

The amendment will be presented at the next board meeting to be ratified.

### Bank Signers

Lisa made a motion to update the financial signers according to the election. The motion was seconded by Lissa and passed unanimously.

*Be it resolved that the signers for any and all Northwest Bank and Charles Schwab accounts for the Lakewood Memorial Library are Nicholas Spry, Shannon Taylor, and Mitchell Klein. Nancy Padak is no longer authorized for this purpose, nor are any other persons.*

### **EXECUTIVE SESSION**

Lisa made a motion to enter Executive Session to discuss a budget and personnel matter. The motion was seconded by Nick and passed unanimously.

*Executive session began at 7:26 p.m.*

Lisa made a motion to exit Executive Session. The motion was seconded by Nick and passed unanimously.

*Executive Session ended at 7:44 p.m.*

### **ADJOURNMENT**

Chris made a motion to commend President Nancy Padak for her 9 years of service to the Library board. The motion was seconded by Mitch and passed unanimously.

Chris made a motion to adjourn the meeting. The motion was seconded by Nick and the meeting adjourned at 7:46 p.m.

**Executive session notes:**

Josh and Donelle are moving away from the area, thus vacating their positions. The recommendation is to create a Program Director position as a full time role. Health insurance will be offered without an employer contribution, and the 401(3)(b) would be available with a 2% match. The salary will be \$18.50/hour. \$5,000 needs to be added to the salary line item to cover this. With the excess donations in 2025 and increased 259 funding for 2026, this increase is sustainable. The job description includes that the position does not have hiring or firing authority and all expenditures must be approved by the ED.

Lisa made a motion to add \$5,000 to the Staff Wages and Taxes/Benefits/Insurance line items to make the part time Program Director position full time. The motion was seconded by Mitch and passed unanimously.

Background checks should be added for all new hires.