

LAKWOOD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
September 20, 2022, 7 p.m.

**I. CALL TO ORDER/ROLL CALL**

- A. Present
  - i. Chris Swanson (Secretary)
  - ii. Nancy Padak (President)
  - iii. Shannon Taylor
  - iv. Mary McCague
  - v. Julie Toennis
  - vi. Paul Andrews
  - vii. Lisa Schutte
  - viii. Amy Anderson
  - ix. Mallory Lohnes
- B. Not present
  - i. Heidi Schwab
- C. Guests
  - i. Nikole Knobloch (guest)
- D. Additions/Corrections to Agenda
  - i. Add report from Mallory after Strategic plan

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

**II. SECRETARY'S REPORT**

- A. Corrections to the first draft of the August minutes: change date from 8/16 to 8/18 as the meeting had been rescheduled, add a note about follow up of history room sign, and correct auto-correct error with insurance company name.
- B. Mary McCague made a motion to approve the August minutes, which was seconded by Amy. The motion passed unanimously.

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

- A. No comments

**IV. TREASURER'S REPORT**

- A. No report

**V. DIRECTOR'S REPORT**

- A. Nancy thanks Shannon and the staff for a successful summer of programming and presence at the Farmers' Market
- B. Shannon reports that the \$58,000 grant for the local match to the state grant was received from the Lenna Foundation. Notifications about the state grants have not gone out yet.
- C. Capital expenditures for the year were around \$400,000. Final payment from insurance was received for the amount of ~\$37k. The first installment was ~\$103k.
- D. Two grants were received to run new programs for a year
  - i. Art workshops for adults and teens begin this weekend with watercolor painting
  - ii. Digital literacy for adults starts next Monday
- E. Julie asked if we have fliers to put in the village flier stand. Shannon will provide.
- F. Wild Wednesdays geared towards adults and kids will begin soon with lectures on spiders, snakes, and bats.

## **VI. STANDING COMMITTEE REPORTS**

- A. Library Development Committee
  - i. The receipts from the fund drive are dwindling, but the campaign has surpassed previous records
  - ii. Lisa spoke to Lynn Trathen, who can provide screen printing, embroidery, or logos on hard surfaces. Orders can be done as piecework.
  - iii. The community survey suggested making coffee available in the library. The Keuring could be brought out as long as drinking vessels have secure lids. Official library travel mugs could be sold.
  - iv. The first round of items to design are tote bags, coffee mugs with lids, stickers, magnets, and a Christmas ornament
  - v. More ideas include blankets, t-shirts/sweatshirts for piecework, or hats
  - vi. If the village doesn't organize Christmas in the Village, the Library could attempt a scaled back version as Christmas at the Library.
- B. Executive Committee
  - i. A staff member has resigned so the position needs to be backfilled.
  - ii. Shannon will analyze job responsibilities with a goal to have staffing levels restored efficiently in January 2023.
- C. Grounds and Facilities Committee
  - i. The crabapple tree by the entrance needs trimming
  - ii. A tree service is needed to care for a larger tree on the property
- D. Strategic Planning Committee
  - i. Vote on 2023-2026 Strategic Plan

- ii. Modifications to the draft:
  - (1) Add the dates for the library reopening now that they are known
  - (2) Clarify the cause of roof leak - lack of proper flashing with previous HVAC install
- iii. Mary McCague made a motion to approve the strategic plan, which was seconded by Lisa Schutte. The motion passed unanimously.
- E. Student Trustee Report
  - i. The teen space is now available so teen programming will be explored
  - ii. The first focus will be study groups and tutoring, especially for AP students
  - iii. Mallory will publish announcements about events. Thursdays are set aside for teen activities
  - iv. Mallory can/should recruit assistant volunteers
  - v. Shannon will investigate the potential to shift hours on Mondays and Wednesdays to provide the facility later into evenings
  - vi. The library needs two staff/volunteers present to operate in the evenings. The police can provide extra monitoring after dark.

## **VII. OLD BUSINESS**

- A. Grand Reopening
  - i. The reopening is scheduled for Saturday, October 8th, 10-4. It will include food trucks, music from Mallory's band, kids activities, and a ribbon cutting.
  - ii. Julie will look into whether we need permits
  - iii. Shannon will contact Post Journal
  - iv. Julie will invite Mayor Holcomb and the giant scissors, police chief DePonceau, P.J. Wendel, Andy Goodell, and George Borello
  - v. Nancy, Lisa, and Chris will inform Women's Club
  - vi. Chris will look into sourcing small pumpkins for kids to paint
- B. By-Laws. Per the process begun in August:
  - i. Section 2 will be amended to state "The purpose of the organization is to provide superior services to the residents of the library's Legal Service Area and the community members at large."
  - ii. Section 7a will be amended to state "The Executive Committee shall consist of the officers of the Board. The Executive Committee will serve as the Personnel Committee and the Finance Committee."
  - iii. Section 7c will be removed as the finance committee was combined with the executive committee.
  - iv. Sections 7c through 7f will be re-lettered accordingly

- v. Amy made a motion to approve the amendments, which was seconded by Paul. The motion passed unanimously.

**VIII. NEW BUSINESS**

- A. Julie would like to put a library brochure in the new resident packet. Shannon will provide materials.
- B. Could we do Little Lakewood Libraries around the village? Kits are around \$300, or could get construction volunteers from high school wood shop, Eagle Scouts, BOCES, etc.

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

- A. None

**X. ADJOURNMENT**

Nancy adjourned the meeting at 8:19 p.m.

There will be no board meeting in October. The next meeting is Tuesday, November 15th, at 7 p.m.