

LAKWOOD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
November 15, 2022

I. CALL TO ORDER/ROLL CALL

Present

- i. Nancy Padak (President)
- ii. Chris Swanson (Secretary)
- iii. Heidi Schwab
- iv. Amy Anderson
- v. Nancy Padak
- vi. Mary McCague
- vii. Mary Seger
- viii. Julie Toennis (remote)

Absent

- ix. Lisa Schutte
- x. Mallory Lohnes

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

II. SECRETARY'S REPORT

A motion was made by Paul to approve the September 20, 2022 minutes. The motion was seconded by Mary Seger and passed unanimously.

III. TREASURER'S REPORT

Heidi reports that the quickbooks online conversion was completed successfully in August.

IV. DIRECTOR'S REPORT

A. The door counters are broken and need to be replaced. The cost to replace each unit with a comparable device is \$577 per door. NYS requires reporting on actual counts from a door counter or a manually tracked sample of an average week each year. The counts are also used by CCLS to determine book allocation funding. The design of the current counters is prone to inaccuracies. The cost for overhead trackers is about \$500 per unit plus installation. Quotes will be solicited for the potential installation costs of overhead units.

B. Multiple attempts to get quotes for security cameras have gone unanswered, including from the current fire alarm vendor, FSC. Allied Alarm quoted 12 devices at \$6,495 installation plus a monthly cost of \$19.94 with a 3 year agreement. Upgrades could run towards \$10,000 for installation. The number of cameras could potentially be reduced to 9. Another attempt at getting a quote from FSC will be attempted.

V. STANDING COMMITTEE REPORTS

A. Library Development Committee

i. Lisa Schutte reports that Lynn Trathen can supply all of the merchandise items that the library was interested in and at various price points. Lynn is willing to help with logo/graphics and provide a favorable rate to the library. The logo is in need of an update. Mary Seger and Lisa Schutte will investigate a new design before merchandise is ordered.

ii. The book sale will be held from December 1st to December 3rd. Setup is on November 30th and cleanup on December 4th. Mary Seger has a list of about 20 potential volunteers, though more may be needed. The library is accepting book donations again and will be looking for ideas on how to handle unsold books.

B. Executive Committee

i. Business continuity procedures will be created to cover emergency situations such as if multiple library staff are unable to come into work on a particular day.

ii. 2023 Budget

(1) Heidi asks if the fundraising calendar should be incorporated into the budget. Mary Seger and Lisa Schutte will provide a breakdown.

(2) 2023 needs to include a landscaping line item.

(3) A request will be added for a 3D printer at \$2,500, with potential to raise funds during Give Big.

(4) Minimum wage is going up to \$14.20. Several employees will need adjustments.

VI. OLD BUSINESS

A. Building Update: Work is mostly complete except a few small items that are on backorder, including one heating unit.

B. The board was informed of a \$5,000 donation from the library to the football booster club in gratitude for the football team's volunteer service to the library that occurred in August 2022. The \$5,000 was covered by the library's insurance policy as an approved claim for moving services.

VII. NEW BUSINESS

A. Conflict of interest forms will be sent out to board members to be filled out and returned.

B. Staff Bonuses

i. Heidi made a motion to give staff bonuses of \$100 for each of 3 staff members and \$300 for the director. The motion was seconded by Paul and passed unanimously.

C. Christmas in the Library

i. Tentatively Saturday, Dec 17th from 10-2. Julie will contact a prospective Santa. Walmart will donate hot chocolate, cups, and candy canes.

VIII. Executive session

Nancy made a motion to move to executive session to discuss a legal matter and a personnel matter, which was seconded by Paul.

Nancy made a motion to end the executive session, which was seconded by Paul. The motion passed unanimously.

IX. ADJOURNMENT

Nancy adjourned the meeting at 9:33.

The next meeting is Thursday, December 8th at 7pm.