LCL Board of Trustees Meeting Minutes January 24, 2018

Attending: Trustees Benson(left at III), Forties, Huber-Hwang (arrived at V), McDonald, Miller, Montague, Rigdon, Stallone
Absent: Ostman, S. Gutenberger

The meeting was called to order at 7:04 by Trustee Miller.

    I. Additions to the agenda as presented: none

    V. Finance Officer's Report and approval of monthly expenditures. (We moved ahead to this agenda item due to Benson's need to leave meeting early.) See attached. **Trustee Montague moved to approve Finance Officer's report, Trustee Rigdon seconded, passed 8/0.**

    II. President's Report—Miller

        A Review Calendar: March Meeting date changed to Thursday, March 22, 2018- Budget and tax levy will be voted on at this meeting.

        B Trustees discussed pros and cons of various annual meeting/vote dates. After discussion the following was agreed upon: Annual Meeting will be held on Monday, April 23rd at 7:00 PM with the annual Vote on Tuesday, April 24th from 10am-8pm.

        C Vote Process: Trustees agreed to continue with 2 poll workers for the day of the vote at the cost approximately $210. Voter rolls were discussed. Last year, we used the full voter rolls for approximately $180 instead of the abbreviated rolls which were cheaper. It was decided that this year, we would go back to the abbreviated rolls. In an effort to advertise the vote and trustee positions, we will post four (4) legal notices in a local publication, as well as an article in the Lansing Star and Lansing Town Talk.

Trustees are asked to think about a guest speaker for the annual meeting. One suggested possibility is our new children's librarian, Katie Senft, to talk about the importance of the summer reading program.

        D. Assign Vote Teams: Various duties of the vote teams were discussed and clarified. Trustees were assigned individual tasks on each vote team. The following is a list of teams and the corresponding members:

1. Media Team: Stallone/Huber/Ostman
2. Trustee Candidates: Miller/Forties
3. Liaison with LSCD/Town Board/ Friends: Stallone
4. Annual Meeting: Benson/McDonald/Ostman
5. Day of Vote: Rigdon/Montague
6. Annual Report: McDonald/Gutenberger/Stallone
7. Slate of Officers: Rigdon

E. Identify trustee candidates and designate contact person: A list of possible trustee candidates was formulated. Trustees will reach out to names on the list to see there is an interest in running for an open seat on the board. Trustees Miller and Forties will review and prepare documents (letter describing the responsibilities of a trustee and the petition) for possible candidates.

F. Update committees: The list of trustee committees was reviewed. Trustee Forties will replace former trustee Lawrence on the Buildings and Grounds and Policy committees.

G. Vote on annual request to Friends: Discussion on raising the Friends' annual request from $5000 to $6000 to cover rising annual costs. **Motion made by Trustee Rigdon to request $6000 from the Friends for 2019 to cover the rising costs of summer reading, print collection, and programming. Trustee Montague seconded, motion passed 7/0.**

III. Friends of LCL Report: see attached
IV. Committee Reports:
   A. Marketing: Stallone - Annual logo contest will begin in the next few weeks.
   B. Personnel: Miller—New bookkeeper and children's librarian started in January. Bookkeeper will be invited to the February meeting. Children's librarian will be invited to April meeting.
   C. Buildings and Grounds: Montague (see attached)
   D. Policy: Rigdon - Committee is presently working on the Patron Conduct Policy.
   E. Grants: Ostman—none
   F. Technology: Rigdon—none
   G. Endowment: McDonald—Balance of fund as of 12/31/17 is $123,956.72 . There have been a total of 183 gifts to the fund to total $95,574.18. It is possible to increase the principal to $100,000 mark with a donation of $4,425.82 if that is as desired goal.

VI. Library Director's Report: S. Gutenberger (see attached)

VII. Review of minutes from December meeting

VIII. Old Business—Long Range Plan —Plan is done and updated on the website

IX. New Business—none

X. Exchange Time—none

XI. Next Meeting Dates—see below

XII. Adjourn: **Trustee Rigdon made a motion to adjourn at 9:25pm, Trustee Forties seconded, passed 7/0.**

LCL BOT Meeting Dates	LCL Friends Meeting Dates
7:00 PM unless otherwise noted	6:30 PM unless otherwise noted
January 24th	February 7th – Miller
February 28th	March 14th – Huber-Hwang
March 22nd	April 11th – Stallone
April 23rd	May 9th –
	June 13th –
	September 12th –
	October 10th –
	November 13th -

Lansing Community Library
Buildings and Grounds Committee Meeting Notes

January 22, 2018

Short-Term Issues (2018)
- 2018-19 budget issues resolved (see Trustee Miller's figures)
- Library Maintenance Manual and Inspection Schedule
    - Septic tank, drain cleaning / Boiler Inspection (alternate years)
    - Carpet cleaning (post mud season)
- Schedule "spring cleaning" day
    - Staff bathroom renovation
        - Est. $100
    - Carpet cleaning
- "Heaving sidewalks" – pend for spring project
- Downstairs storage water incursion – repair and replace carpet (linoleum and mop board)
    - Est. $200
- New light switch in storage room (Bruce)
- Air conditioning downstairs – intermittent use for program days
    - Trustee Miller offered to donate spare unit
    - Needs to be installed

Medium-Term Issues (2019 – 2020)
- Obtain grant for:
    - Carpet/flooring upstairs
    - New shelving (wood)
- Projects
    - Skylight – still troublesome, but a large repair - pended
    - Downstairs door flashing on bottom - Pend
    - Cement walls in boiler and electrical rooms crumbling - Pend

Long-Term Issues (2021+)
- Library expansion
    - Project Outline drafted
    - Grant for feasibility study on options
        - Growing existing building
        - New building across the street
        - Town Hall addition

Friends of LCL Report to Board of Trustees   January 24, 2018

Programs

Smoothie Creation – January 20, 2018
                    15-20 enthusiastic participants – some children and new faces

Poetry, Hearts, and Chocolate – Monday, February 12 7pm
    Kathryn Mapes – first in Ben Muggeo writing series

Book Sale – June 15-16

Other programs still under consideration

Calendar

Meeting dates: Feb. 7, March 14, April 11, May 9, June 13, September 12, October 10
                    (all Wednesdays at 6:30 pm)
                    November 13 (TUESDAY, Annual Meeting)

Discussing reorganization of Treasurer/Bookkeeping duties and positions

Librarian's Report to the Board of Trustees

January 24, 2018

The staff and I are working on the State Annual Report, due February 7th. The report will be available after the 7th for review and approval.

Two grants have been submitted to Dollar General. One for $1,500 to off-set summer reading costs and one for $3,300 for an afterschool edge grade school computer.

Two grants will be submitted Monday to the Community Foundation: one for $6,500 to off-set summer programming and one for $4,000 to pay for new afterschool programming.

The library is supporting the school STEAM month with Saturday Come and Go Legos and Snap Circuits. We have also scheduled a program with the Cornell Observatory, March 3rd, for 3rd-5th grade students to map the solar system and create solar system models.

I plan to finish updating the 2018 budget into quick books this week. Melissa and I hit a snag, which she is finding the solution to.

We submitted a funding request to Senator Helming for $8100 to purchase an AED machine and to cover building repairs.

Thank you for your patience. I hope no one else catches this flu.

Please call or email with any questions or concerns.

Upcoming programs:

Saturday, February 3rd – Take Your Child to th Library Day

Monday, February 12th – "Poetry, Hearts, & Chocolate: A Tour of Emily Dickinson's Life and Love Poems." Presented by Kathryn Mapes. The first program in the "Ben Muggeo Writing Series."

	December	January
Patrons Added	8	10
Borrowers	593	574
Check Outs	5332	5382
Holds Placed	552	547
PAC Logins	569	626

Total Patrons: 2,105