

## LCL Board of Trustees Meeting Minutes February 28, 2018

Attending: Trustees Forties, Huber-Hwang, McDonald, Miller, Montague, Ostman, Rigdon, Stallone

Also Attending: Susie Gutenberger, Melissa Jordan, Nikki Wells (Friend)

Absent: Trustee Benson

The meeting was called to order at 7:05 by Trustee Miller.

- I. Additions to the agenda as presented: none
- II. President's Report — Miller
  - A. Introduce bookkeeper: Melissa Jordan introduced and welcomed to the meeting.
  - B. Trustee candidate update: Three candidates have been identified and were invited to the meeting. None were able to attend so will be invited to March meeting. Candidates have received petitions.
  - C. Vote process update: Document was sent to trustees. Please review and know your assignments. Media team will work on article and post it.
  - D. Preventative tax cap override vote: The vote is mandated by the state and voted on each year. The calculation formula was changed this year and there is a possibility that we will go over the 2% cap.
  - E. **Motion made by Trustee Ostman : Resolved, that the Board of Trustees of the Lansing Community Library voted and approved to exceed the tax levy limit for 2019 by at least the sixty percent of the board of trustees as required by state law on February 28, 2018. Trustee Montague seconded, motion passed 8/0.**
  - F. 2019 budget recommendations:
    1. 2018 budget was reworked to better align with observed costs. Recommendation to have a quarterly report to the

board to capture changes in categories and grant money received.

2. An audit will be required in 2019; approximately \$3000 cost. Audit needs to be repeated every three years. Future budgets will need to reflect this cost.
3. Board is evaluating three proposed 2019 budget options to better understand income levels in relation to the impacts on expenses. Board will vote on 2019 budget proposal at the March meeting.

G. Annual meeting speakers, programs, reports: Annual meeting is scheduled for Monday, April 23<sup>rd</sup> at 7:00 PM. The guest speaker for the meeting is Brigid Hubberman. Our children's librarian, Katy Senft, will speak about her vision for the fall after-school program.

### III. Friends of the LCL report—Nikki Wells

- A. The Friends voted to purchase new cardboard boxes for the book sales.
- B. The Friends will be voting on \$6,000 request from the library to cover the rising costs of summer reading, print collection and programming.

### IV. Committee Reports:

A. Finance: Stallone—A portion of the money from the Costumes and Cocktails fundraiser was allocated to the 2018 budget. Discussion about using the remainder of the money raised from Costumes and Cocktails to increase the principal of the Endowment Fund to \$100,000.

**Motion made by Trustee Rigdon to use funds to increase the principal of the Endowment to \$100,000. Stallone seconded, motion passed 8/0.**

B. Endowment: McDonald/Gutenberger—S. Gutenberger proposed that when it comes time to take the grant from the Endowment we look at taking a set amount of the grant and rolling the rest back into the Endowment to continue growing the fund.

- C. Policy: Rigdon—Discussion to remove statement #4 from Cell Phone Use Policy as it is already covered in the Social Media Policy.

**Motion made by Trustee Stallone to vote on both policies (Patron Code of Conduct and Cell Phone Use) with updated language. Trustee Montague seconded, motion passed 8/0.**

Trustee Rigdon will make necessary changes, date and send the policies to Michelle for uploading.

- D. Buildings and Grounds: Montague—Trustee Montague will investigate getting the floor in the storage room tiled in late March at a cost of approximately \$100.

- E. Grants: Ostman— LCL has applied for two grants from the Community Foundation. The first is to offset the cost of the summer reading program and the second is to help launch an After-School Adventures program.

LCL has applied for a grant from Walmart to offset the cost of an after-school program.

Inquiries have been sent to JC Penney for help with story hour cost and to Lowes and the Legacy Foundation of Tompkins County to offset building and shelving costs.

S. Gutenberger is searching for a grant entity to fund an architectural feasibility study.

- F. Technology: Rigdon--An inventory has been sent out to update and prioritize items to be purchased.

- G. History: Miller—Missing interviews have been found. Emily Franco and Marilyn Farmer are working on them.

- H. Marketing: Stallone—Logo contest has been launched with much positive feedback. “Libraries Rock!” is the theme for the contest.

- I. Personnel—none

V. Finance Officer’s report and approval of monthly expenditures:

**A. Motion made by Trustee Huber-Hwang to approve the Finance Officer’s report. Trustee Forties seconded, motion passed 8/0.**

VI. Library Director’s report: S. Gutenberger (see attached)

**A. Motion was made by Trustee Montague to approve the annual report:**

**The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner and assures that the “Annual Report” was reviewed and accepted by the Library Board on 02/28/2018. Trustee Stallone seconded, motion passed 8/0.**

- VII. Review of minutes from the January meeting
- VIII. Old Business--none
- IX. New Business—March 18th marks the 10th anniversary for the LCL provisional charter. There will be coffee and cake for patrons at the library on Saturday, March 17th to recognize the anniversary.
- X. Exchange time—none
- XI. Next meeting dates: see below (at 7:00 PM unless otherwise noted)
- XII. Adjourn: **Trustee Rigdon made a motion to adjourn at 9:15pm. Trustee Stallone seconded, motion passed 8/0.**

LCL BOT Mtg Dates	LCL Friends Mtg Dates
(7PM unless otherwise noted)	(6:30PM unless otherwise noted)
February 28	March 14 – Deborah
March 22	April 11 – Ami
April 23 – Annual Meeting	May 9
<i>Trustees at 6:30</i>	June 13 – Darcey
April 24 – Vote 10AM–8PM	September 12
	October 10
	November 13 (**Tues Annual Meeting)
	Spring book sale – June 15-16

## Minutes Finance Committee 2/16/18

9am LCL - Susie, Liz, Ami, Deb, Darcey

1. 2017 P & L review

- Susie confirmed on 1-1-18 \$3,483 endowment income from 2017 was transferred to checking and is no longer reflected in this P&L
- Determined we never/or wasn't in minutes anywhere that we officially changed 2017 payroll from \$102,000 (was realized at some point payroll would be more, but don't know when/where and was not connected to other budget adjustments).
- Includes additional \$1,921 from NYSLLA
- actual amount left in checking in 2017 was \$6,877 (\$3483 endowment grant received early, and \$3,394 left from C & C)
- \$7,600 was spent (\$4,600 from C & C and \$3000 from 2016 slush) due to additional cleaning costs (+\$1,800) and underestimating employment tax hikes by a very large margin
- \$3,394 is left as balance from fundraiser and BoT will vote on whether to add it to Endowment principal or if it is needed in other ways

2. 2018 Budget is DONE, posted on website (simpler version) - the latest working version needs to be given to Michelle and placed in "Budget" folder in libadmin google. **AMI will send/confirm.**

-Susie discussed adding to the monthly P&L report a column for "Forecast". This Forecast is the additional information on grants/donations income and the allocation categories for each of these additional unbudgeted income monies. This would be done quarterly. Melissa is familiar with tracking grants and plans to implement this.

-Susie also said that going forward, the bookkeeper will tag deposits/expenses for individual grants as well in Quickbooks

-Jay Engels did the library taxes in 2016. He did not charge us, there were no expenses/payments for this. Committee agreed to do a Review for 2016 and 2017 now, as we are on schedule for a full Audit in 2018 (full audit includes previous 3 years)

-ANDRA will confirm w/ Jay Engels his rate or if he will continue to do our taxes pro-bono. She will request reviews for 2016 and 2017 and warn him we need a full audit for 2018 (to be done 2019 and added into 2019 budget).

-Business taxes are due May 15.

-LIZ to add to Board list of monthly items in February or March, ensuring w/ bookkeeper and FO that taxes and audit/review have been requested

-Having monthly Finance Committee meetings was suggested to obtain and maintain real-time adjustments to the budget

-Noted when reviewing 2016 taxes that LCL has \$63k of liquid assets

3. 2019 budget recommendations were rescheduled until 6 pm Mon 2/19 due to time constraints of today's meeting.

**2/19/18 6-9:15 pm Liz, Darcey, Ami, Susie, Andra (until 7:30)**

-Corrected error in budget column in 2017 P & L

-Finalized 2019 budget increase proposals at \$10K, \$15K and \$20K levels

-Updated 2018 and 2019 staffing spreadsheet

-Found error in formula we had been using to calculate "employer taxes and contributions" that gets added to payroll budget- formula had changed and tax rate increased (and will continue to do so each year, most likely)

-SUSIE to call state comptroller for assistance in figuring out Tax Cap Override numbers

-LIZ to update Tax Cap Override resolution for presentation/vote at Feb BoT meeting

-LIZ to change BoT calendar to begin yearly budget process in November (scrutiny of current year P & L) and check Employer Taxes and Contribution Rate for following year in December

## Librarian's Report to the Board of Trustees

February 28, 2018

The state annual report has been submitted and accepted. Thank you to Michelle for all of her assistance. This report takes up most of our time in January.

Katie and I are already working on Summer Reading, planning our programs, creating PR, and scheduling performers.

Take Your Child to the Library Day, on Feb 3<sup>rd</sup>, was a hit. Many families participated in our scavenger hunt and made library card holders.

I submitted many grants this month to offset costs of Summer Reading and programming, to support after school programming, and obtain shelving.

I applied for, and was granted, permission to start an after school program through Girls Who Code. Our library can now move forward on creating an after school class for middle school and high school girls to learn critical computing and technology skills. Check out [www.girlswhocode.com](http://www.girlswhocode.com) for information.

All of our annual building inspections have been completed. The Town of Lansing code enforcer will inspect the library tomorrow.

	January	February
<b>Patrons Added</b>	10	22
<b>Borrowers</b>	574	670
<b>Check Outs</b>	5382	7169
<b>Holds Placed</b>	547	821
<b>PAC Logins</b>	626	772

**Total Patrons: 2127**

Lansing Community Library  
BOARD OF TRUSTEES

**RESOLUTION**

Whereas, the adoption of the 2019 budget for the Lansing Community Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Lansing Community Library voted and approved to exceed the tax levy limit for 2019 by at least the sixty percent of the board of trustees as required by state law on February 28 2018.

Dated:

Kathy A McDonald

Secretary

Lansing Community Library Board of Trustees

Vote: 8 In Favor  
0 Opposed  
0 Abstentions