

LCL Board of Trustees Meeting Minutes March 22, 2018

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

Also Attending: Susie Gutenberger, Julie Berens

The meeting was called to order at 7:00 by Trustee Miller.

- I. Additions to the agenda as presented: None
- II. President's Report: Miller
 - A. Trustee candidate introductions: Trustee Miller welcomed and introduced our 3 board candidates: Christine Eisenhut, Jason Cole, and Maureen Cowan
 - B. Vote process update/timeline: Please refer to Trustee Miller's email to verify your duties for the vote process.
 - C. 2019 budget recommendation/vote: **Motion made by Trustee Huber-Hwang to discuss the 3 proposals for the 2019 budget. Trustee Forties seconded. Motion passed 9/0.**
 1. Trustees discussed the 3 options presented to the board. Option 1-increase of \$10,000, Option 2-increase of \$15,000 and Option 3-increase of \$20,000. Trustees were reminded that an audit will be needed in 2019 (at the cost of approximately \$3,000) which will affect the budget. In the 3 options presented, varying cuts were made in the areas of programming, collections and technology. There is a possibility that these areas can be supplemented by grants, but grants fluctuate from year to year.
 2. **Motion made by Trustee Benson to present a budget of \$20,000 to the public for vote. Trustee Montague seconded.**
 3. Further discussion about presenting a budget less than \$20,000.
 4. **Motion withdrawn by Trustee Benson.**
 5. **Motion made by Trustee Huber-Hwang to present a budget of \$19,010 to the public for vote. Trustee Stallone**

seconded. Motion passed 8/1. (In favor: Trustees Forties, Huber-Hwang, McDonald, Miller, Montague, Ostman, Rigdon, Stallone Opposed: Trustee Benson)

- D. Annual Meeting: Monday, April 23, 2018. Program starts at 7:00 with a brief meeting and refreshments afterward. Featured speakers will be Brigid Hubberman and Katie Senft. Trustees are asked to arrive at 6:30 and provide a refreshment.
 - 1. Bios for the trustee candidates will be available at the front desk. New trustee candidates will be introduced at the annual meeting.
 - 2. Day of the Vote: If possible, it would be helpful to have some volunteers in the library to encourage patrons to vote.
 - 3. Possibly use the Friends' email list to send a reminder to patrons to encourage them to vote.
- III. Friends of LCL Report: (See attached)
- IV. Committee Reports:
 - A. Finance—meeting scheduled for April
 - B. Policy—none
 - C. Marketing—Logo contest ends Friday, March 24th. Winner will be introduced at the annual meeting.
 - D. Personnel—none
 - E. Buildings and Grounds—Trustee Montague is working on a draft of a request for a feasibility study. Study will look at the possibilities of either an expansion/addition or new construction.
 - F. Grants
 - a. Rosen Fund grant denied.
 - b. Received Myrtle D. Nash grant for afterschool programming for next year.
 - c. Walmart grant received for Summer Reading
 - d. Waiting to hear on Dollar General grant and a few other proposals.
 - G. History—none
 - H. Endowment—none
- V. Finance Officer's Report and approval of monthly expenditures

A. Motion made by Trustee Montague to approve the Finance Officer's report. Trustee McDonald seconded, motion passed 9/0.

- VI. Library Director's Report—see attached
- VII. Review of minutes from the February Meeting
- VIII. Old Business—Proposal to change meeting date to the second Wednesday of the month. This might interfere with the Friends' meetings. Further discussion at a later meeting.
- IX. New Business-none
- X. Exchange Time-reports, rumors, ruminations
- XI. Next meeting dates –see below (at 7:00 PM unless otherwise noted)
 - A. We will vote on a date for the July picnic at the May meeting. Check availability for the June meeting date.
- XII. Adjourn: **Trustee McDonald made a motion to adjourn at 8:54 PM. Trustee Rigdon seconded, motion passed 9/0.**

LCL BOT Mtg Dates	LCL Friends Mtg Dates
(7PM unless otherwise noted)	(6:30PM unless otherwise noted)
March 22	April 11 – Ami
April 23 – Annual Meeting <i>Trustees at 6:30</i>	May 9
April 24 – Vote 10AM–8PM	June 13 – Darcey
May 23	September 12
June 27	October 10
July	November 13 (**Tues Annual Meeting)
	Spring book sale – June 15-16

Librarian's Report to the Board of Trustees

March 22, 2018

Our Library birthday party was a huge success. We had 30 children complete the scavenger hunt and many well-wishers.

I am working with the local food pantry and cooperative extension to find ways the library can better support individuals with food insecurity in our community. I attempted to be a Summer Meals site for children who receive free or reduced lunch during the school year. The Library was denied as we do not have 50% of our population on this program.

This year we are presenting a Seed to Supper Program in partnership with Cornell Cooperative Extension. Seed to Supper is a 6 week class, for beginner gardeners on a budget. We hope to attract as many low income participants as possible. In addition to our regular PR outlets, we will promote the program at our local food pantries.

Kyle Dake presented an interesting and inspiring program to a crowd of 30 on Saturday March, 10th. The Lansing Ledger covered the program and it was featured on the front page. Thank you to Michelle, Karyn, and the Program Committee for your hard work.

We now have an Instagram account. Our user name is lansinglibraryny. Please follows us!

I attended an excellent meeting on donor database software importance, use, and maintenance.

Katie S attended the Summer Reading Training through FLLS. We have contacted area schools and will be doing visits beginning at the end of May.

	February	March
Patrons Added	22	11
Borrowers	670	627
Check Outs	7169	5104
Holds Placed	821	559
PAC Logins	772	551

Total Patrons: 2136

Upcoming Programs: April is a busy month!

National Library Week April 8- 14th

Girls Who Code Grades 5-7 Saturday April 14th 11 am

Annual Meeting April 23th 7pm

Annual Vote April 24th 10-8

Mary Maki A Writer's Journey part of the Ben Muggeo Writers Series April 25th 7pm

Poem in Your Pocket Day Sat April 28th

Kyle Dakey presented an interesting and informative program on Saturday March 17th. The tasting cabinet was a real treat and we had a great time on the front page. Thank you to Michelle, Karyn, and the program team for their hard work.

We have an interesting event on our calendar for April 28th. It is a poetry reading.

The event is a poetry reading and will be held at the library. We are looking for volunteers to help with the event.

If you are interested in volunteering, please contact the library at 503-253-1234.

Month	February	March
Patron Added	11	21
Patron Removed	0	0
Patron Total	11	21
Patron Added	0	0
Patron Removed	0	0
Patron Total	0	0

Friends Report to Board of Trustees – March 22, 2018

Programs – 2018

January	Smoothies	20 people
February	Poetry	10
March	Kyle Dake	26
April 25	Mary Maki (author)	
May (date TBD)	Fly Fishing	

Art – 2018

Linda VanApeldoorn has lined up artists throughout the calendar year

Fundraising – 2018

Spring Book Sale will coincide with Summer Reading kickoff – June 15-16
Friends will supply needed boxes to Kathleen Yen and sorters
Contacting Dave Hatfield about a chicken BBQ to coincide with book sale

Fall Book Sale – November 2-3

Craft Fair – December 7-8

Friends Board approved \$6000 to be given to Trustees for 2019 year budget.
Trustees will be asked to volunteer time at fundraising events (book sales, craft fair). *through sign-up genius*

Friends are working to update/re-engage volunteers. Investigating using HS students looking for community service credit.