

LCL Board of Trustees Meeting Minutes May 23, 2018

Attending: Trustees Benson, Cole, Cowen, Forties (arrived at 7:40), Huber-Hwang, McDonald, Miller, Montague, Ostman, Rigdon (arrived at 7:40), Stallone (arrived at 7:50)

Also Attending: Susie Gutenberger, Julie Berens

The meeting was called to order at 7:33 by Trustee Miller.

- I. Additions to the agenda as presented: None
- II. President's report: Miller
 - A. Trustee Miller welcomed our newest trustees to the meeting.
 - B. Trustee Miller administered the oath of office to Trustees Cole and Cowen. Trustee Eisenhut was unable to attend the meeting. Her oath was administered on Tuesday 5/22/2018.
 - C. Vote process feedback: Trustee Miller thanked everyone for their effort on the day of the vote. In all, the vote process ran very smoothly this year.
 1. The less expensive voter rolls were used this year. They seemed to work well with no problems reported.
 2. Absentee ballots: 2 were returned after the vote (both yes votes) and 8 were not returned.
 3. The final tally (Yes-120, No-1) was sent to the town hall.
 4. Voter turnout was lower than last year. Libraries in general have reported a lower turnout.
 - D. Vote on slate of officers: Rigdon
 1. Trustee Rigdon presented the slate of officers for 2018-2019:
 - President: Trustee Miller
 - Vice-President: Trustee Rigdon
 - Secretary: Trustee McDonald
 - Co-Finance Officers: Trustees Benson and Cole
 2. **Motion made by Trustee Rigdon to approve the slate of officers. Trustee McDonald seconded. Motion passed 9/0.**

E. Update conflict of interest policy:

1. Trustee binders and handbooks have been handed out to the new trustees.
2. Trustee email accounts can be set up. Contact Michelle if there are questions. Through the email accounts, new trustees will have access to the library google docs
3. A tour of the library can be available to new trustees if requested.
4. All trustees updated their conflict of interest policy.
(Needs to be updated yearly)

F. Present committees for decision at June meeting:

1. Trustee Miller presented a highlighted list of the various library committees for the trustees to consider before the June meeting.
2. Trustee Eisenhut has expressed an interest in joining the Endowment and Grant Writing committees.
3. Outgoing Trustee Ostman has agreed to stay on the programming and history committees and will stay in touch with the Friends.
4. Trustee Cowen is presently a member of the Programming Committee. She stressed the importance of the various programs as a source to bring new people to the library and possibly as a source to grow the program committee.
5. Buildings and Grounds Committee- In the past, the B&G committee has focused primarily on the physical building with the Friends taking care of the outside grounds. Going forward, Susie would like to see these groups work more closely together.

G. Summer Reading Kick-Off/Book Sale

1. The book sale will be held June 15th from 3-6 and June 16th from 9-3. The barbeque and Summer Reading kick-off will be held on Saturday. Many volunteers are needed to help at the sale and barbeque.

H. Determine dates for June Meeting and July picnic

1. June meeting will be held on June 27, 2018 at 7:00pm.
2. Tentative date for July picnic is Tuesday, 7/24/18 at 5:30 pm. The picnic will be held at the ballfield pavilion. It will be a dish-to-pass with trustees providing main course dishes and friends providing side dishes.

III. Friends of LCL Report: (see attached)

IV. Committee Reports

- A. Finance: Committee is working with the bookkeeper to be sure the categories and money are matching up on the balance sheet.
- B. Policy: None
- C. Marketing: Committee is meeting in June to wrap up the logo contest. Trustee Stallone is hoping that in the future, the marketing committee will work more closely with the Friends. A suggestion was made to possibly have a person from each committee co-chair the committee.
- D. Personnel: Committee is looking at the possibility that one youth worker may need to be a civil service worker in the fall. The committee is working with Youth Services to check on funding for the position.
- E. Buildings and Grounds: The floor in the storage room has been completed. The contents of the room are being reorganized and moved back in.
- F. Grants:
 1. Grants Received:
 - a. Cargill: \$6,300
 - b. Dollar General: \$1,000
 2. Other grants received: Walmart, PTSO and individual donations to support Summer Reading.
 3. We are waiting to hear on a \$5,000 building maintenance request from Senator Helming.
- G. Technology: The committee has ordered 2 desktop and 1 presentation laptop for the library. The Xerox contract has been renewed.
- H. History: None

- I. Endowment: The principal of the Endowment is now at \$100,000 which was the original goal for the endowment.
- V. Finance Officer's report and approval on monthly expenditures (March22-present)
 - A. **Motion made by Trustee Montague to approve the Finance Officer's report. Trustee Miller seconded, motion passed 9/0.**
 - B. Trustee Benson thanked Trustee Stallone for the monthly reports to the Town Board. A suggestion was made for a physical presence at the Town Board meetings, maybe 3-4 times/year, to highlight all that the library does. The meetings are held on the 3rd Wednesday of each month. Susie will plan to attend the August meeting.
- VI. Library Director's Report (see attached)
- VII. Review of minutes from March and April meetings
 - A. March P&L had inconsistencies in budget categories and amounts have been corrected and are reflected in the May P&L.
- VIII. Old Business: Reminder that committee meetings are open to the public and dates and times of meetings need to be sent to Michelle ahead of the meeting.
- IX. New Business: Farewell to our outgoing trustees and a gift of thanks for their years of service.
- X. Exchange time: None
- XI. Next meeting dates (see below)
- XII. Adjourn: **Trustee Rigdon made a motion to adjourn at 8:55pm. Trustee Stallone seconded, motion passed 9/0.**

LCL BOT Mtg Dates	LCL Friends Mtg Dates
June 27	June 13 – Darcey
July – picnic – select date	Sept 12
Aug 22	Oct 10
Sept 28	Nov 13 (**Tuesday – Annual Meeting)
Oct 24	
Nov 28	Spring Book Sale – Jun 15-16
Dec TBD	

Librarian's Report to the Board of Trustees May 23rd 2018

The staff and I are working a large weeding project. We are withdrawing items which are damaged or have not circulated in 5 years. All withdrawn items will go to our Friends of the Library book sale.

We have a very busy summer planned with many great programs. I will have the full schedule at our next meeting, or check our website throughout June for updates. Summer kickoff will be June 16th, in conjunction with our biannual book sale, with the Cayuga Chamber Orchestra presenting Peter and the Wolf. We will need many volunteers for these program.

We have received many grants over the past month. Summer Reading is funded as well as fall after school programming and story hour.

We are partnering with Lisa Scanlon to present a Pal Around with Pollinators Festival on June 9th at 11 am. The program will focus on pollinators and why they are important.

Thank you to grounds and maintenance committee for their hard work on our replacing our storage room floor. The staff and I are working on cleaning and reorganizing.

I was asked to sign a letter in support of the Lansing Head Start Program, by the Lansing Loves to Read organization. The Head Start Program is in jeopardy of closing and I felt it important to

	April	May
Patrons Added	17	9
Borrowers	702	672
Check Outs	7124	6132
Holds Placed	877	659
PAC Logins	758	699

support the effort to keep it open.

Total Patrons: 2170

Upcoming Programs:

Celebrating Quilts Art Reception June 6th 6pm

June 16th Book Sale and Summer Reading Kick Off Party!

Friends Report to Board of Trustees – May 23, 2018

Programs – 2018

April 25 Mary Maki (author) – about 25 people attended
May 19 (Sat) Fly Fishing – Joe Cambridge and Carol Farkas

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
Sign-up Genius will be out soon – to volunteer for Book Sale and BBQ
Donation Sign Up for BBQ will also come out
 Book Sale – Julie Manners (juliemanners@gmail.com)
 BBQ – Nikki Wells (dancernl@yahoo.com)
High School Students (through NHS) have been contacted about working

Fall Book Sale – November 2-3

Craft Fair – December 7-8

Reorganization of Treasurer/Bookkeeper duties – discussion
 Vote for temporary assignments at June meeting
 Permanent assignments voted on at annual meeting

Friends' Board Resignation – Hannah Ryan

Minutes from 5-14-18 Finance meeting 10am Andra, Liz, Ami, Darcey, Susie, Deborah

1. Reviewed transactions and YTD P & L from Melissa- Susie will convey slight changes to P&L to Melissa: removing categories with 0 values, consolidating story time/programming areas, moving Teen worker to contract labor in budget until it switches to payroll

discussed removing the grants-specific programming categories under Programming. While useful information, it does not belong in the P&L. We will just use the regular Programming categories (story time, summer reading, other) in the P&L and track/show grant spending only within grant reports. We determined that YES we will go over our Programming budget and the overall budget will be balanced just fine because of Grant income.

2. Decided which docs to provide to board-1) **Transactions** since March 2) **YTD p&L vs budget** 3) **grant income**- Susie to scan and email these docs only so BoT does not receive 30+pages. 4) the balance sheet is valuable but Melissa's numbers were off (looked like the checking account had the \$181k tax levy in there beyond what it should have). Melissa was supposed to talk to Jay Engels to figure out how to get that out of there in quickbooks. **Darcey suggested talking to Melissa Rutter/Lesa Bussman from TST BOCES as they are the school dist treasurers as well as treas for other districts and they deal with tax levys and quickbooks in a similar way.*

3. Need to have financial reports sent by Melissa in useable individual docs in the future

4. Clarified/updated the following questions/issues

Finance Notes

4/27 meeting with Jay Engels- accountant, Susie, Liz

- Jay provided us hard copies of our 2015 and 2016 taxes and said total cost for both years combined is \$150. The bill was included in the packet and Melissa wrote the check on 4/30.
- Jay will prepare 2017 taxes (info provided to Jay on flash drive) for \$150. Requested Jay complete a "Best Practice Summary"/review at the same time he prepares taxes.
- The Library needs this review for 2017 and for 2016 and will pay for extra time it may take him to go back to 2016 material. A formal "Review" is not indicated per Jay and Susie/FLLS as it costs thousands of dollars and the intent is only to have the tax preparer provide a summary/recommend accounting changes at the time of preparation. Relevant Finance Policy information under bookkeeper:
- Prepare documentation for each annual review or audit and tax preparation. **Reviews are conducted annually as part of the tax preparation process, with a formal audit every three. LCL employs a tax preparer who also conducts the review.**
- **With the Treasurer, report back to the LCL BOT on the review (or audit) results and share a copy of the original documentation for reference. Recommend any necessary changes to accounting procedures.**
- Jay is aware that the Library needs an Audit on its 2018 taxes in 2019 and he estimates this to cost 2-3K.

4/30 drop by with Melissa to clarify. She was provided with hard copy of working budget to verify her categories and numbers match Finance team's. Several issues were discussed:

Transfer of \$6425 from Cap Savings to checking to write **1.** \$4775 (\$3395 C&C surplus, \$483 Endowment grant surplus over budgeted \$3K amt, \$898 extra needed) check to bring Endowment principal to \$100K and **2.** pay \$1,669.17 for Susie's retirement bill from 2008-9. Due to the checking acct having \$1921 check

from NYLLA that was for 2017, that amount was transferred back to Cap Savings as it comprised part of the C&C surplus (need to double check \$1,5xx deposit date in savings + \$1921 in checking= \$3395)

Petty Cash per Finance Policy

Petty cash is to be used for incidental expenses under \$20.00. Staff must furnish a receipt to the library manager for reimbursement. Staff member making the expenditure should initial the receipt and note the purpose of the expenditure. · When the petty cash fund is exhausted, a list of expenditures, corresponding budget category, and receipts will be submitted to the bookkeeper for reimbursement. The petty cash amount begins at \$40.00, and is kept in the bank bag in library manager's circulation office desk.

Teen Workers: Teen workers have to be under Contract Labor for the months so far this year as we have not paid them payroll taxes etc. The teen workers will be under civil service starting in September and at that point we will put those wages under Payroll going forward.

Addendum: The taxes were filed electronically on May 15, 2018 by Jay and Andra signed them