

LCL Board of Trustee Meeting Minutes June 27, 2018

Attending: Trustees Benson (arrived at 7:30), Cole, Cowen, Eisenhut, Forties, Huber-Hwang, McDonald, Miller

Also Attending: Susie Gutenberger

Absent: Trustee Rigdon

The meeting was called to order at 7:03 by Trustee Miller.

- I. Additions to the agenda as presented: None
- II. President's report: Miller
 - A. Trustee Miller presented a list with the names and descriptions of the board committees for 2018.
 1. Personnel: Maintain as is with the addition of Trustee Cole.
 2. Finance: Maintain as is
 3. Grant Writing; Trustee Eisenhut added
 4. Technology: Maintain as is with the addition of Michelle Calupca (Michelle oversees technology within the building),
 5. Friends Liason: Trustee Cowen added
 6. Buildings and Grounds: Committee needs a new chairperson. Trustee Forties will take over as chair with the addition of Trustee Cowen as a new member.
 - a. Future of the B&G committee will need to change in focus. With a feasibility study coming soon, the focus can no longer be just on building maintenance. New goals for the committee will be discussed in August as part of the Long-Range Plan.
 7. Policy: Maintain as is
 8. Endowment: Trustee Cole will replace Trustee Benson.
 9. Marketing: Committee needs a new chairperson. Before leaving the board, Ami Stallone inquired about interest in chairing the committee. She indicated that ideally, co-chairs from the Friends and Trustees would be best. No one has expressed an interest in chairing the committee at present. Trustee Cowen will join the committee and

will meet with Trustees Miller and McDonald to discuss the history and plans for the committee.

10. Town Board Liaison: Trustee Eisenhower will send the monthly newsletters to the Town Board. Trustee Benson suggested that a quarterly report and a presence at the Town Board meetings would be helpful.

B. Book Sale and BBQ thank you: Trustee Miller thanked everyone who contributed to the success of the sale and BBQ.

C. July picnic alternatives

1. Picnic has always been our way to recognize the hard work of our volunteers. This year we are considering alternatives to a picnic.
 - a. Music in the Park night
 - b. Movie night
 - c. Evening at the new brewery—Susie will check the availability for July 24th.

III. Friends of LCL report: Trustee Miller (Julie Berens unable to attend)

- A. Recent programs have been well attended with approximately 30-40 people in attendance.
- B. Book Sale & BBQ were a success with approximately \$3,000 raised.
- C. July picnic: Update when a decision on a venue has been set.
- D. Fall book sale is scheduled for November 2 and 3.
- E. Craft sale is scheduled for December 7 and 8.

IV. Committees Reports

- A. Finance (see attached)
- B. Policy: None
- C. Marketing: None
- D. Personnel: (see attached)
- E. Buildings and Grounds: Gutenberger
 1. The cost for the feasibility study will be approximately \$25,000-\$30,000. Susie is looking for ways to fund the study.
- F. Grants: Gutenberger

1. Senator Helming grant should be arriving in the fall.
 2. Looking for new grants to support adult and teen programming.
- G. History: None
- H. Endowment: None
- V. Finance Officer's report and approval of monthly expenditures (May)
- A. Transactions will now be reported on a month-to-month basis rather than a meeting-to-meeting basis. This gives the board a chance to see expenditures for the entire month.
 - B. A question arose for Melissa to clarify transactions on the monthly document. Therefore, the vote to approve the monthly transactions for May will be delayed until our August meeting.
- VI. Library Director's Report: (see attached)
- VII. Review of minutes from the May meeting
- VIII. Old Business: None
- IX. New Business: None
- X. Exchange Time: None
- XI. Next meeting dates- see below (at 7:00 PM unless otherwise noted)
- XII. Adjourn: **Trustee McDonald made a motion to adjourn at 9:15. Trustee Cole seconded, motion passed 8/0.**

LCL BOT Mtg Dates	LCL Friends Mtg Dates
July 24	Sept 12 – Christine Eisenhut
Aug 22	Oct 10 – Maureen Cowen
Sept 26	Nov 13 (**Tuesday – Annual Meeting)
Oct 24	
Nov 28	
Dec TBD	Spring Book Sale – Jun 15-16

Finance Committee Meeting 6/12/18 5:45

Present: Liz, Susie, Darcey, Jason, Andra

1. Review 6/11 reports
 - these look much better: clearer presentation with no zero rows on P & L, and fewer columns in transactions.
 - helpful to have Transaction Details by Accounts to provide more info on P & L Misc. and Collection Development
 - recommended printing the Transactions in landscape mode to capture more of memo information**
 - Landscape mode for Deposits is also requested**
 - Susie/Andra** to follow-up with Melissa on why Workman's Comp payments are so low
 - Susie** to check on Amazon and NYSLLA checks/income
 - Susie or Andra** to rerun reports May 1- May 31 and email to Liz to send to BoT with next Board meeting agenda
2. Review Finance Policy for wording /changes- initial discussion only...Darcey emailed some follow-up info from discussions and relevant handbook sections and shared doc for group editing
3. Andra and Darcey report on meetings with Melissa- very briefly touched on but requested changes look great
4. Personnel meeting re: Book keeper
 - Letter and review will not be shared with Book keeper as she is Contract Labor- Susie should be managing/providing feedback
5. Susie updates per Sarah G. with FLLS- Sarah provided Susie with valuable insight and guidance and Susie will schedule a time for Sarah to meet with Finance Team for Q & A

Personnel Committee Meeting Minutes

Tues May 29, 10:30

present: Liz, Andra, Susie, Ami, Darcey

Unable to attend, Kathy M (provided email input), Jason C (guest invitation as incoming co-finance chair)

1. Oaths for new trustees filed at county clerk office 5/24/2018; copies of oaths and updated Col's in President's binder
2. Preliminary review of Book keeper performance and LCL expectations though general discussion and by using QuickBooks Book keeper Performance Eval Form as guide. Many items did not apply; however, Members of the Finance Team have met with Melissa on at least 3 different dates (2/5, 4/2, 4/30) in order to directly communicate report needs and/or corrections. Melissa has also been copied on Finance team minutes and emailed directly with needed changes to reports and requests for/providing clarification. Her response to emails is rare and can contradict information provided to her (correct budget numbers she should be using). In general, although we are getting many financial reports now and it is very useful to have them well-before meetings, they are not in Board friendly forms, some have too much info (transactions and zero categories in P&L), some have too little (deposit details), there are still errors which should have been proactively corrected before going to Finance Team (total assets having double entry)

Again, documents to provide to board-1) **Transactions** 2) **YTD p&L vs budget** 3) **grant income**

When Finance Team receives reports from Melissa on Mondays, they will meet that week to review numbers. When listing deposits in transactions, please put some summary in memo line (2 donations, 2 grants)

Andra/Finance Officer will streamline transactions report and will run the needed reports and email to the BoT one week prior to 4th Wednesday of month (when agenda is sent); Andra will also copy deposit breakdown of all deposits to have on hand at meetings in order to provide more detailed information

it would be ideal to have financial reports sent by Melissa in useable individual docs in the future

Andra will contact Jay Engels to see if he is willing to consult with Melissa about reports and will set up meeting

The Board would like improved communication from Book keeper. As previously requested, Melissa should email the Team when she will be in and the best time to stop by and a member of the Finance or Personnel team could talk/assist/ask questions face-to-face, if needed. More assertive, clear communication from Melissa will breed confidence, show pro-active problem-solving and awareness of needs; evidence of taking initiative to solve problems (call Jay and/or QuickBooks as needed) and double check work for errors is recommended.

We will provide her with sample copy of Performance Evaluation

Liz will draft letter of Preliminary Performance feedback

Librarian's Report to the Board of Trustees, June 27th 2018

A huge thank you to Trustees, Friends, staff and volunteers for the book sale and chicken BBQ. The Friends and I decided to extend the sale through last week. We raised over \$400 in additional funds during the week. We plan to extend the fall sale this year as well.

Our Summer Reading Kick off was a huge success. We had record numbers of program attendees and summer reading registrations.

I met with Chris Pettograsso, Lisa Campbell, Mike Sigler, and Ed Levine last week about Head Start and the lack of affordable preschool options in Lansing. Our group plans to meet regularly to address this issue and begin to create solutions.

I am going to submit a formal request to the Town of Lansing for regular, sustained support of our Summer Reading Program. We are the only library in the county who does not receive direct budgetary support from their municipality.

I would like to move forward on a feasibility study and finish writing a request for proposals from the two recommended local architecture firms. Once we have the proposals in hand I can move forward on securing funding for the feasibility study.

Michelle and I are planning to attend the New York State Library Association Conference in November.

	May	June
Patrons Added	9	23
Borrowers	672	694
Check Outs	6132	6662
Holds Placed	659	664
PAC Logins	699	718

Total Patrons: 2190

Upcoming Programs:

Puppet making with LilySilly Saturday June 30th @ 11am

July 5th begin taking Summer Reading Logs