

LCL Board of Trustee Meeting Minutes October 24, 2018

Attending: Trustees Benson, Cole, Cowen, Eisenhut, Forties, Huber-Hwang, McDonald, Miller, Rigdon

Also Attending: Susie Gutenberg, Megan Williams

The meeting was called to order at 7:08 by Trustee Miller

- I. Additions to the agenda as presented: None
- II. President's Report: Miller
 - A. Long Range Plan—The LRP has been finalized and updated. Michelle will add it to the website.
 - B. FLLS Annual Meeting: Susie and Michelle attended the Annual Meeting. Susie stressed the importance of having a trustee attend the meeting. Speaker was informative--discussed how to go for a referendum. Susie will ask Sarah for the webinar.
 - C. Trunk or Treat: Michelle is attending and has help lined up for the event. Candy can still be dropped off at the library right up until Halloween.
 - D. Ideas for a December meeting: Susie feels it is necessary to meet sometime in December to go over business. With the holiday celebrations and our November meeting scheduled for the 28th, scheduling meetings for November and December may be difficult. After discussion, the decision was made to schedule a November/December meeting for December 11th.
 - E. **Motion made by Trustee Cole to approve the Sexual Harassment Policy. Trustee Rigdon seconded, motion passed 9/0.**
- III. Friends of LCL Report: Megan Williams
 - A. November 14th Program designed to assist people with college admissions
 - B. Art display is booked through the end of the year. Will need a new person to schedule the displays when Linda VanApeldoorn leaves.
 - C. Book Sale November 2-3. Sign-up genius has been sent out.

- D. Artisan Fair-December 7-8—All vendor slots have been filled. Will need volunteers to help with the fair.
- E. Annual Meeting – November 13th

IV. Committee Reports

- A. Finance: The finance policy has been updated and will need to be voted on at the November/December meeting.
 - B. Policy: Bylaws will need to be reviewed/changed before a vote
 - C. Marketing: Maureen Cowen and Julie Berens will be co-chairs for the committee
 - D. Personnel: Need to schedule a meeting
 - E. Buildings and Grounds: Conference call with the architects is being set up to discuss the feasibility study.
 - F. Grants: None
 - G. Technology: None
 - H. History: None
 - I. Endowment: Decision on whether to take the grant from the Endowment needs to be made by the end of November. Will wait for the recommendation from the Finance committee.
- V. Finance Officer's report and approval of monthly expenditures
- A. **Motion made by Trustee Cole to approve the Finance Officer's report. Trustee Eisenhut seconded, motion passed 9/0.**
- VI. Library Director's report (see attached)
- VII. Review of minutes from the Sept. meeting
- VIII. Old Business: None
- IX. New Business: Email evaluations to Trustee Miller by November 14th.
- X. Exchange Time: None
- XI. Next meeting date: Combined November/December meeting scheduled for December 11th
- XII. Adjourn: **Trustee Rigdon made a motion to adjourn at 8:04. Trustee Eisenhut seconded, motion passed 9/0.**

Librarian’s Report to the Board of Trustees, October 24th, 2018

Lansing Ithaca Rotary club has awarded the library a grant to purchase a new presentation laptop. The laptop was ordered earlier this fall, in anticipation of the grant. We should receive all new computers in mid-November.

Michelle and I will be attending the New York State Library Association Conference in November 8-11th.

The Middle School craft class has been rescheduled to Mondays in late November and December to better accommodate students schedules.

We are gearing up for the book sale and the Friends can always use more assistance with the sale. Let me know if you need the sign up genius sent to you again. Note that we have changed the sale and will run it throughout the week, and beak down the following weekend.

A 2% increase in funding and a one time over target request to purchase an AED machine, with appropriate training, for each rural library has been approved by the full county legislature. The presentation went well and we are hopeful the request will be fully funded. I will purchase equipment and schedule staff/volunteer trainings early January.

	September	October
Patrons Added	33	15
Borrowers	798	661
Check Outs	8144	5892
Holds Placed	831	735
PAC Logins	842	600

Total Patrons: 2,306

Upcoming Programs:

Moreland the Magician Saturday Nov 3rd 11 am

Book sale Nov 2nd -November 10th

Lucia Tyler College Admissions Program Nov 13th 7pm