

LCL Board of Trustee Meeting Minutes December 11, 2018

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

Also Attending: Susie Gutenberger, Julie Berens

The meeting was called to order at 7:02 by Trustee Miller.

- I. Additions to the agenda as presented: None
- II. President's Report:
 - A. Susie's Annual Review: Trustees Miller and Rigdon met with Susie to review comments from various groups. Hard copy of the review is kept in the President's binder and one is given to Susie.
 - B. Board self-evaluation: A compiled list of comments was sent to the trustees. Overall emphasis of the group was on an expansion project and fundraising. Further training in Google docs was also an emphasis.
 - C. Review calendar: All committees should meet before the January meeting for input on the budget. At the January meeting, we will need to:
 1. Vote on a date for the annual meeting
 2. Review the process for the vote
 3. Identify potential new trustees for the board (1-3 new trustees will be needed)
 4. Determine and submit a written request to the Friends for the amount we will be asking for the upcoming year
- III. Friends of LCL report: See attached
- IV. Committee Reports:
 - A. Marketing: Trustee Cowen and Friend Julie Berens have volunteered to co-chair the committee. Co-chairs will start talking about the budget and long-range plan.
 - B. Personnel: See attached
 - C. Policy: **Motion made by Trustee Cole to approve the by-laws. Trustee Forties seconded, motion passed 9/0.** Trustee Cole will send out the updated Finance policy to be voted on via email.
 - D. Buildings and Grounds: Trustee Forties met for a preliminary conversation with Ed LaVigne to discuss the projected expansion project across from the current library. Ed is open to further discussion with the group. Susie talked to the architect and has a meeting set for January.

- E. Grants: Three grants will be worked on in January.
 - F. Finance: See attached
 - G. Technology: None
 - H. History: None
 - I. Endowment: Recommendation made to take \$2,000 of the grant from the Endowment. **Motion made by Trustee Rigdon to request \$2,000 from the grant. Trustee Eisenhut seconded, motion passed 9/0.**
- V. Finance Officer's report and approval of monthly expenditures for October and November: **Motion made by Trustee Cole to approve the Finance Officer's report (October and November). Trustee Cowen seconded, motion passed 9/0.**
- VI. Library Manager's report and staff review: See attached
- VII. Review of minutes from October meeting
- VIII. Old Business
- Trustee cycle review: how many new Trustees do we need?
- Terms ending May 2019: Miller, Benson, Forties
 May 2020: McDonald, Rigdon, Huber
 May 2021: Cowen, Cole Eisenhut
- IX. New Business: **Motion made by Trustee Benson to go into Executive Session. Trustee Cole seconded, motion passed 9/0.**
- X. Exchange Time
- XI. Next meeting dates—see below (at 7:00 PM unless otherwise noted)
- XII. Adjourn: **Trustee McDonald made a motion to adjourn at 9:35 PM. Trustee Cole seconded, motion passed 9/0.**
- XIII. **Addition:** Trustee Cole emailed final Finance Policy for vote on 12/12/18. **Motion made by Trustee Cole to approve the Finance Policy. Trustee Rigdon seconded, motion passed 9/0.**

LCL BOT Mtg dates	LCL Friends Mtg dates
(7PM unless otherwise noted)	(6:30 unless otherwise noted)
January 23	January 9 or 16
February 27	
March 27	
April 22 or 29 Annual Meeting	

Liz, Andra, Susie, Darcey, Jason

1. Current Finance Policy -Jason made the recommended updates after from FLLS. Now awaiting Bylaw review/changes for final approval
2. Examined current year P & L for final budget needs
 - teen workers under contract labor at \$3077, but budgeted in payroll for \$1684, difference covered by grants but doesn't show up in grant reports (grant hours under payroll are all Katie's)-Susie to follow up with Melissa
 - Susie to follow-up- still waiting for Director's insurance bill
 - Andra to follow-up with Melissa on Workman's comp bill, and Rotary check
3. Recommend endowment request amount -discussion re: taking 3K as in 2019 budget vs. not taking any (eligible for 4K+). Jason suggested now that we can expect 3K from new agreement with town, could leave endowment to grow this year. Susie to talk with Community Foundation/Kathy M. and clarify why principal growth is so slow when donations are made every year. Endowment request decision needs to be voted on by BoT prior to Nov. 30 so will need to be by email.
 - Discussed need for solicitation letter for Endowment donations before end of year- Jason volunteered to write one. Susie and/or Kathy M have all prior letters and can supply with template. Jason will coordinate with Susie/Kathy to send out letter ASAP
 - Request Community Foundation to come talk to BoT soon to help better understand Endowment
4. Grant spending reports- still confusing and need more detail-for instance, how much was spent on teen workers for summer reading through grants
5. Personnel committee to develop staffing plan for next year's budget-teen works and children's librarian hours as relates to grant funding vs payroll will be looked at further then- Liz to coordinate personnel meeting

1. Review 2019 staffing budget-Susie to continue to take a closer look and further reconcile grant spending with summer teen worker hours
2. Look at payroll and contract labor and grant status re: staffing (vs budget)
Teens= 1,684.80 per 2018 payroll budget vs. 3017.60 recorded in contract labor (which grants and how much cover difference
-as grant reports become more detailed, the teen contract labor number decreases as those costs are covered by grants
3. Preliminary discussion of raises
Susie recommended 3% across the board due to 5% raises last year + rounding up

Endowment input? Susie to write Finance committee/BoT note requesting we take \$2K, which is half of what is available to us

Susie reported Tompkins trust has provided new insurance plan covering LD insurance, Workman's Comp, and Liability which will save us about \$1,500

Friends of LCL Report to Board of Trustees December 11, 2018 meeting

Committees

Program: January 22, 2019 at 7pm "Immigration Laws – Our Broken Immigration System and How to Fix It" with Steve Yale-Loehr

Claire Perez will offer a Writer's Workshop 4 Saturdays in January (5,12,19,26) from 10am to 12:00.

Art: Linda Van Apeldoorn is leaving the Friends Board (and the area!) so we need someone (not necessarily a Friends Board member) to take over the scheduling. Linda is continuing to try to book for 2019 – please send suggestions to her or Julie Berens.

Garden: no update

Fundraising:

Book sale: We had fewer books for this sale and profits were down. We will discuss whether to continue the sale into the week following the weekend sale; it may be worthwhile in the spring and less so in the fall

Artisan Fair December 7-8 was very successful – slightly smaller crowds than last year but a steady stream of customers. Ruffled baskets made over \$400 and vendor fees were slightly up. Final numbers will be available in January.

Annual Meeting

We voted in two new board members – Madelyn Lombardo and Travis Hilday. We have one more spot available for the Friends board (limit of 11).

Results of Annual Meeting elections: Nikki Wells will serve as President for the next three years with Julie Berens as VP for one year. Julie has agreed to co-chair the Marketing/Fundraising committee with a Trustee. Beth Hogan will serve as the Associate Treasurer for Disbursements, Beth Heck as the Associate Treasurer for Income; Julie Berens's board membership was renewed for another term.

By-Laws: Suggested changes were approved at the annual meeting in November.

NEXT MEETING: TBD – January 9? January 16? Nikki will copy Liz Miller when we know.

Librarian's Report to the Board of Trustees, December 11th, 2018

I had a preliminary meeting with Insite Architects to clarify our project goals and show them around our building. The firm will now create a proposal for a feasibility study. The Grounds Committee will go over the proposal after submission and make necessary recommendations to the full board. The Town has decided not to pursue the option of an addition to Town Hall, so Insite will only look at the two options.

Michelle and I attended the New York State Library Association Conference last month. I focused on attending sessions on working with Friends groups and fundraising. Thank you for supporting our professional development.

We have started a large weeding project to clear out un-circulating materials as our shelves are very full.

The Middle School craft class has been a lot of fun. We have a few kids attending who have not used the library before. We will host another after school program during the school STEAM month in February.

I have begun gathering statistics for the 2018 State Report. This is a lengthy process but should be wrapped up by the end of January.

Staff review went well and the staff all have goals to work towards in 2019. Thank you for your support through this process.

	October	November/December
Patrons Added	15	21
Borrowers	661	657
Check Outs	5892	6142
Holds Placed	735	637
PAC Logins	600	641

Total Patrons: 2341

Upcoming Programs: Writers Group 101 – Claire Perez (Ben Muggeo series)

Immigration - Stephen Yale-Loehr