

LCL Board of Trustee Meeting Minutes January 23, 2019

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

Also Attending: Susie Gutenberger, Julie Berens

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

- I. Additions to the agenda as presented: None
- II. President's Report
 - A. Distribute/discuss vote process: Trustee Miller distributed information on the vote process, committees and tasks for the trustees. The process was reviewed, and committees were updated.
 - B. Determine annual meeting and vote dates: Annual meeting and vote are typically held the last Monday and Tuesday of April. For 2019, the annual meeting will be held on Monday, April 29th at 7:00PM. The vote will be held on Tuesday, April 30th. Trustees will provide refreshments and should arrive by 6:30 PM. Our guest speaker will open with a presentation at 7:00PM. Possible guest speakers were discussed and will be contacted about availability.
 - C. Assign vote teams: see attached
 - D. Identify trustee candidates and designate contact person: Two new candidates will be needed to fill the seats vacated by Trustees Miller and Benson. Letters and petitions will be distributed to the new candidates who will be running for 3-year terms.
 - E. Discuss/Vote on annual request to the Friends: **Motion made by Trustee Miller to request \$6,000 from the Friends to use for summer reading, programming, technology and collections. Trustee Eisenhut seconded, motion passed 9/0.**
- III. Friends of LCL Report: see attached
- IV. Committee Reports:
 - A. Marketing: A date for the Cocktails and Costumes fundraiser is being discussed and verified for October. Propose that Marketing committee should join with the Endowment committee to work on the fundraising portion of the event.
 - B. Personnel: Staffing document has been updated.
 - C. Policy: Finance policy has been approved.

- D. Buildings and Grounds: A request was sent out to architects for a feasibility study. We are looking for plans to set the groundwork and foundation for the library for the next 5 to 10 years. A local architect is willing to talk to the board about the need for a feasibility study. Next step is to find a funding entity to fund the feasibility study. Susie will move forward on this next step.
- E. Grants: February is a busy month for grants. Seven will be turned in by month's end.
- F. Finance: see attached
- G. Technology: Funds from Senator Helming were received in January. **Motion was made by Trustee Rigdon to use the Helming funds to purchase an Elementary Literacy Station. Trustee Huber-Hwang seconded, motion passed 9/0.**
- H. History: none
- I. Endowment: The Endowment grant has been received. Amy Leviere from the Community Foundation will be attending the February meeting to talk to the board about the endowment. The committee met to comprise a list of questions for Amy's presentation.
- V. Finance Officer's report and approval of monthly expenditures: **Motion made by Trustee Rigdon to approve the Finance Officer's report. Trustee Cole seconded, motion passed 9/0.**
- VI. Library Director's Report: see attached
- VII. Review of minutes from December meeting: none
- VIII. Old Business
- IX. New Business: Trustee Huber-Hwang will work on our annual Logo contest. The theme for the contest is "A Universe of Stories at the Library".
- X. Exchange Time
- XI. Next meeting dates: see below
- XII. Executive Session: **Motion made by Trustee Miller to move into Executive Session to discuss staff salary increases for 2019. Trustee Benson seconded, motion passed 9/0. Motion made by Trustee Miller to approve for 2019 the Library Director's health benefit increase to \$8,000 and a 3% salary increase for the staff. Trustee Cowen seconded, motion passed 8/0 with one abstaining. Motion made by Trustee Miller to**

adjourn Executive Session. Trustee Eisenhut seconded, motion passed 9/0.

- XIII. Adjourn: Motion made by Trustee Miller to adjourn at 10:02 PM.
Trustee Rigdon seconded, motion passed 9/0.**

LCL BOT Mtg dates	LCL Friends Mtg dates
(7PM unless otherwise noted) February 27-6:30 for talk by Amy Leviere March 27 April 29 Annual Meeting	(6:30 unless otherwise noted) January 16 Spring book sale November –Annual meeting

Librarian's Report to the Board of Trustees January 23, 2019

- This month has been spent working on writing grants to the Community Foundation Rosen Fund for Summer Reading programming and after school programming for third through 6th grade students. I am also working on grants to Dollar General, Borg Warner, Cargill, and Walmart.
- Katie and I are working on planning 2019 Summer Reading performers and outlining the major program components. Some of our programming will revolve around summer food distribution to families on free or reduced lunch. A local volunteer group has secured funds to send children to the Myers Park camp and expand the school summer food back pack program. The library will be a pick up site.
- Melissa and I have begun working on the lengthy state finance report which is due Feb 12th. I will have the report ready to be reviewed and voted on at our next meeting.
- As of January, TCPL, Trumansburg, and all Seneca County libraries have gone fine free. At this point our library only charges fines for adult materials. I propose we go completely fine free by July of this year. I would like to use a portion of the \$6,300 we received from Senator Helming to offset the diminished revenue in the operating budget for 2019.
- I will be on vacation Jan 26- Feb 2nd. I will be checking email sporadically and working a few hours a day since this is such a busy time of year.

	Nov/Dec	Dec/Jan
Patrons Added	21	20
Borrowers	657	609
Check Outs	6142	5740
Holds Placed	637	685
PAC Logins	641	675

Total Patrons: 2,364

Librarian's Report to the Board of Trustees January 23, 2019

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

Joan Young - Adventurer – Speaker – Writer Feb 12th at 6:30 pm

Dr. Shang Exercise for Health Sat Feb 9th at 11 am

Crazy 8s Club Tuesdays 3:30-4:30 Feb 5th - March 5th

Happy Talk for Babies Fridays Feb 8th – March 1st

Friends of LCL Report to Board of Trustees – January 23, 2019

Friends are closing out Community Foundation account – proceeds are part of \$6000 commitment for 2019.

COMMITTEES

Program: January 22 – Broken Immigration System
February 9(Saturday) - Diabetes Health
March – Rob MacKenzie – backpacking/painting
April (Saturday) Rick Marsi
May - Hostas

Art: Friends are looking for someone to head up this committee

Fundraising: Artisan Fair – very successful; need better signage for raffle baskets
December 6-7, 2019

Book Sales – June 21-22, 2019; coincides with Summer Reading kickoff
Dave Hatfield NOT available for chicken BBQ on that date
November booksale date TBD

Marketing/Fundraising effort – Cocktails/Costumes 2019 date TBD

Future Meeting Dates: (all are Wednesdays at 6:30 pm unless otherwise noted)

February 13
March 13
April 10
May 15 (3rd W)
June 12
September 11
October 16 (3rd W)
November 19 – ANNUAL MEETING – TUESDAY
December 11 (if needed)

Liz, Susie, Darcey, Jason, Deborah

1. Examine 2018 P & L for final budget questions

Endowment #s-2018 check to Endowment needs to be separate entry from 2017 surplus

Income other-needs to be marked as transfer from Capital Savings

teen workers -although they show under contract labor, the \$ was included in payroll budget

Payroll- when teen workers and Susie's correct salary are added in, we remain within budget due to lower than anticipated taxes

Staff appreciation- much over \$800 budgeted (\$1388.48). Susie would like to increase this category next year.

Susie to look at server contract to see why we have only pd less than \$500 vs. \$1000 budgeted

2. Grant spending reports — need/want to see that overages in some categories on P & L were paid for out of budgeted stuff, but covered by grants

Meeting Continued 1/12/19 8 am Susie, Liz, Darcy, Jason, Andra

- a. Darcey spoke with FLLS about reporting on P&L (no need to put transfers as income, just mark things well in expenses)
 - b. An amendment to the P&L should accompany FO report to account for any discrepancies at monthly meetings so that easily traceable notes are found with each report
 - c. All Finance Team members should watch Jerry Nichols webinar
3. Better understanding of Susie's entire compensation-currently LCL contributes \$1200/yr HSA+ \$5100/yr Health Insurance for a total of \$6300/yr but both of these costs are increasing

Susie now has option to join Town Plan (they would pay her salary, too, but we would reimburse). This is much better coverage for Susie, would cost us about \$8k/year, and would eliminate the HSA. Jason and Susie will meet with the Town ASAP to gather more info.

2019 increases and request- Darcey had revised the Staffing doc with corrections (see attached). Teen workers are moved from payroll to contract labor.

4. Input for recommendations for the board for staff raises- A 3% pay raise for staff (\$141,500) would keep LCL within projected 2019 budget (\$143,000). This margin also allows us room to cover Susie's new Health Care plan
5. Staffing plan for next year's budget-teen workers to continue at 9 hrs/wk for 18 wks/yr. Minimum wage increases to \$11.10/hr

children's librarian- hours to remain the same for 2019 as there is left over afterschool programming \$ from 2019 as only 2/3 of programs happened in 2018. Continue to look for more grants. Consider increasing Katie's hours to 15/wk in 2020