

## LCL Board of Trustee Meeting Minutes February 28, 2019

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

Also Attending: Trustee Candidates—Maureen Trowbridge and Elizabeth Gossett

The meeting was called to order by Trustee Miller at 6:30 PM.

- I. Additions to the agenda as presented: None
- II. President's Report
  - A. Welcome: Trustee Miller introduced and welcomed the two trustee candidates to the meeting. Board trustees introduced themselves to the candidates.
  - B. Trustee candidate update
    1. Petitions for new candidates need 25 signatures and are kept in the President's binder.
    2. Candidates need to submit a brief bio which can be viewed at the front desk two weeks prior to the vote.
    3. New trustees are officially sworn in at the May meeting.
    4. First official meeting for the new candidates will be the June meeting.
  - C. Vote Process update/timeline: Trustees need to check the timeline sent via email to be sure we are on schedule with vote duties.
  - D. Annual meeting speakers, program, reports: Linda Pasto will be speaking about the Summer Food Initiative Program. The program, which received a \$10,000 grant from Triad, is a collaboration between the Elementary School, PTSO, Library and the Foodbank. The library will be a food distribution sight for the program. The media article should highlight the program. A suggestion was made to contact and reserve the Town Hall in case of large attendance at the meeting.

- E. Preventative tax cap override vote: **Motion made by Trustee Benson to adopt the tax cap override for 2020. Trustee Rigdon seconded, motion passed 6/0.**
- F. \$6K request to Friends for 2020 made. 2019 money received. The request was made to the Friends. It will be voted on at the March meeting.
- G. 2020 Budget recommendations: moved to IV

III. Friends of the LCL report:

- A. Meeting dates were reviewed and revised. March meeting will be held on March 20<sup>th</sup> at 5:30. Trustee Eisenhower will attend in place of Trustee Cowen.
- B. Fall Book Sale is scheduled for November 15 and 16
- C. Chicken Barbeque will not be held this summer. The barbeque will be held on alternating years with Cocktails and Costumes.
- D. Tentative date for Cocktails and Costumes is Friday, October 18<sup>th</sup>.
- E. Quilt raffle may be held in October.

IV. Committee Reports:

- A. Policy: None
- B. Marketing: None
- C. Personnel: Health insurance update: Susie will get her health insurance through the state.
- D. Building and Grounds: See attached
- E. Grants: None
- F. Technology: See attached
- G. History: Emily Franco and Marilyn Farmer have found and delivered to the library the flash drive with interviews on the history of the library. The interviews have been downloaded to the library google drive.

- H. Endowment: None
- I. Finance: See attached
  - 1. Proposed 2020 budget was reviewed and discussed.
- V. Finance Officer's report and approval of monthly expenditures: **Motion made by Trustee McDonald to approve the Finance Officer's report. Trustee Eisenhut seconded, motion passed 6/0.**
- VI. Library Director's report: See attached
- VII. Review of minutes from the January meeting: None
- VIII. Old Business: Trustee Huber-Hwang update on the annual Logo contest (A Universe of Stories}. Entry forms were sent out the week before winter break. The deadline for submission is March 22<sup>nd</sup>. Submissions will be narrowed down and voted on before the annual meeting.
- IX. New Business: Vote to approve 2020 budget  
Continue annual vote/meeting planning  
Volunteers to support book fair
- X. Exchange Time
- XI. Next meeting dates—see below
- XII. Adjourn: **Motion made by Trustee Rigdon to adjourn at 8:15PM. Trustee McDonald seconded, motion passed 6/0.**

LCL BOT Mtg dates	LCL Friends Mtg dates
(7PM unless otherwise noted)	(6:30 unless otherwise noted)
March 27 (6:30)	March 20 (5:30)
April 29 Annual Meeting—Trustees at 6:30	Apr 10
April 30-Vote 10am-8pm	May 15
May 22 (6:30)	June 12
June 26	Sept 11
July—volunteer appreciation	Oct 16
Aug 28	Nov 19—Tuesday Annual Meeting
Sept 25	
Oct 23	Spring book sale—June 21-22
	Craft Fair Dec.6-7

Lansing Community Library  
BOARD OF TRUSTEES

**RESOLUTION**

Whereas, the adoption of the 2020 budget for the Lansing Community Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Lansing Community Library voted and approved to exceed the tax levy limit for 2020 by at least the sixty percent of the board of trustees as required by state law on February 28, 2019.

Dated: 2/28/2019

Kathryn McDonald

Secretary

Lansing Community Library Board of Trustees

Vote: 6 In Favor  
0 Opposed  
0 Abstentions



## Librarian's Report to the Board of Trustees February 27<sup>th</sup> 2019

- Our report to the state is complete. We are awaiting confirmation from the system of acceptance. I will email completed report to the board after it is accepted.
- I am working with the Day Care Council of Tompkins County to plan programming for Fall of 2019 on education and the importance of quality early education.
- Grants have been submitted to the Community Foundation and Dollar General for Summer Reading and After School Programming. I will continue to apply for more grants over the next two months for programming, building improvements, and the Feasibility study.
- Annie Axtell is volunteering on Wednesday mornings to assist patrons on how to use Overdrive and the Libby app on their tablets or e-readers. She plans to present a class on this topic in the spring.
- Katie's after school programming is going well. We are already planning school visits for Summer Reading to all area school and many clubs.
- I am currently seeking bids on replacing the carpet in the west side of the main stacks room. Once we have three bids for the flooring I will move forward writing grants to fund the flooring and new shelving.
- I have been researching PR and fundraising campaigns built around going fine free. I will share my findings with the marketing committee and we will plan our campaign.

	Dec/Jan	Feb
<b>Patrons Added</b>	20	15
<b>Borrowers</b>	609	689
<b>Check Outs</b>	5740	7540
<b>Holds Placed</b>	685	1006
<b>PAC Logins</b>	675	792

**Total Patrons: 2100**

### **Upcoming Programs:**

Rob McKenzie: A Ramble through Britain March 26<sup>th</sup>

Crazy 8s Club Tuesdays 3:30-4:30 Feb 5<sup>th</sup> - March 5<sup>th</sup>

Happy Talk for Babies Fridays Feb 8<sup>th</sup> – March 1st

Finance team meeting	2/6/19	5:30 Liz, Andra, Darcey, Jason, Susie, Debora
	2/14/19	5:15 Liz, Jason, Susie, Darcey, Deborah

1. 2018 P & L continued

- a. Need to add in \$3k from town?
  - not necessary as this was tagged like the tax levy as it is for the next years SRP to although comes in 2018, delayed entry until 2019 P & L
- b. Need to remove transfers from savings from income
  - this had already been done and Susie sent out updated 2018 P & L on 2/7 (attached)

2. Review 2019 P & L

- a. Compare original Big picture to final working doc and staffing doc
  - done and Darcey updated budget docs real time during meeting (emailed 2/6, revised and emailed 2/14, attached)
- b. Susie bring new insurance breakdowns
  - Susie needs to double check why disability insurance isn't bundled with our others and if we are paying for Workman's Comp twice (through state and through insurance)- both resolved: Susie reports insurance is actually a better deal without disability bundled in; workman's comp is correct, although we were not covered for our full payroll, now we are but at no increased cost
- c. Are there notes that should be added to January numbers to document better any adjustments- not necessarily, other than Melissa has some incorrect 2019 budget numbers. Correct original 2019 budget and correct working budget will be provided to her in hard copy by Susie for correcting on Jan P & L before Feb BoT meeting

3. Begin 2020 budget discussions- initiated but do not yet have more detailed B & G input

-due to B & G meeting delayed, fresh look at 2020 budget without further input. Increase of \$12K is best case scenario wish list. Bare bones increase of 2% (in line with cost of living) was also outlined, yielding \$4k increase, see attached

4. Look at January numbers and reconcile P & L discrepancy Mellissa mention- no questions about January numbers other than updating P & L to reflect 2019 working budget

5. Susie reports since the Town said they cannot add her to their plan, her health care through the state is the only option at this point and she is still waiting for finalization. She will continue with HAS and previous plan. Jason will continue to explore future options (with school) and Susie will continue to follow-up on LD options as state legislation is expected to open up future accessibility.

Agenda and Minutes

\*Darcey needs to remember to invite Michelle to technology meetings!

1. Review Inventory acquired in 2018

- Did old public 1&2 desktops get converted into "reservation station" and "cataloging" for 2019? YES, these are new lines in the Tech Inventory spreadsheet.
- Purchased Public 1 & 2 (each around \$850) and Director office desktop (\$850). Also purchase a new Presentation Laptop for \$754 (funded with grant from Rotary Ithaca/Lansing).

2. 2019 planned purchases - confirm budget numbers for accuracy

- Will replace the desktop for the front desk "Lancirc - Lanstaff1" estimated at \$900. This will need to be replaced regularly and be a better performing machine due to the fact that it runs Polaris.
- Will purchase a Laptop for Michelle that allows her to do work and PR/social media from home est. @ \$800.
- We will replace the 2 iPads, each at \$300 and included in the purchase budget \$200 for a new fax machine. Susie watched a youtube video to repair it recently and it's working for now but it could go any day now.
- The printer in the directors office will be used until it dies; there is the potential for having to replace this at about \$500.
- Total expected technology/computer purchases \$2500 without the downstairs office printer.

3. 2020 Planned purchases/needs - budget numbers expected for Finance Com.

- Expected replacements to be purchased are 3-4 desktops (desktop bookkeeper and Public 1&2 each @ \$850) and a new Laptop for Susie \$800
- The Director desktop - circulation office may be phased out so that Susie can just use her laptop. Director office desktop was just replaced in 2018 so she doesn't need 3 computers.
- 2020 technology/hardware/computer purchases estimate \$2400 (\$3200 if Susie circulation office desktop purchase but unlikely)

4. 2021 Needs

- See Tech Inventory for future possible purchase/replacement schedule. We will look at our technology and see where we are at and whether we replace items.

5. Future Technology Brainstorm - Discussed the idea of having a Maker Space and some technologies to have for that collection

- 3D printer would be around \$2000 and Susie is looking into grant funding
- Little bits, coding bank options
- Susie said the library has 17 sets of SnapCircuits that were used for past programming. Discussed possibility of adding some of these to circulation to be checked out. S will work on this.



**Building and Grounds Committee**  
**Meeting Notes from February 19, 2019**

Members Present: Darcey Rigdon, Randy McDonald, Susie Gutenberger, Steve Moolin and Christina Forties

**-Project list** provided by Susie reviewed;

- Quick fixes include installing new mailbox, replacing bulb at handicapped entrance, staff bathroom can be scraped and painted over spring break when library plans a closure to clean/strip floors.

- Current flooring requires a special stripping solution that Susie will ask our cleaner if he can use over spring break, needs time to dry.

- Randy will look at lock on flag window to see if he can help fix, and if not, Susie will contact the people who installed the windows.

- Doug Dake was called regarding the gutters/downspout, to correct drainage issue, will likely cost about \$1500 which is in the budget.

- Susie wants an air conditioning unit for downstairs, will price out for budget.

- Quotes for new flooring- Susie contacted two places regarding carpeting replacement for upstairs, as well as someone who does wood flooring; floor is damaged underneath, so needs carpeting, painting or another solid surface flooring option recommended by Rick Darflur.

- He suggested taking pictures of flooring underneath carpet for assessment.

- Susie will send out quotes she gets from these vendors to the committee when they come in.

- Darcey recommended a subscription for Angie's List to find fix-it help that is recommended in the area.

**-Shelving project-funding** needed comes to \$20,000; Susie will hopefully piece together funding sources between Tompkins Charitable Gifts and the Legacy Fund.

**-\$6500 just came from Senator Helming's** office for 2019 to add to the \$3500 budgeted for building improvements, and more may come for 2020.



**-2020 library budget options:** if we ask for increase of \$4000, building improvements budget would be \$3000, which is good for basic maintenance, look to grants for some of carpeting replacement; if we ask for increase of \$10,000, building improvements budget would be \$6000.

**-Steve Moolin spoke to the group about in site: architecture,** the RFP and future feasibility study, and it was decided that he should also speak and answer questions for the entire board at a future trustee meeting; Christina planned to contact Liz about having Steve present before the March 27th trustee meeting.