

LCL Board of Trustee Meeting Minutes March 27, 2019

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

Also Attending: Susie Gutenberger

6:30: Presentation by Steve Moolin and representative from In-Site Architecture

The meeting was called to order by Trustee Miller at 7:15 PM.

- I. Additions to the agenda as presented: None
- II. President's Report
 - A. Vote process update/timeline: Vote process document was reviewed, and timelines were updated.
 1. Jason Yahn will be displaying his artwork in the library during the month of April.
 2. Logo contest: All entries have been collected (due March 22, 2019). Michelle is in the process of scanning them to post on the website. Trustee Huber-Hwang will reach out to the Marketing committee to meet to review the entries and narrow the choices. The final choices will be sent to the Board for a vote. Winner will be announced at the annual meeting.
 3. Slate of Officers: Trustee Rigdon will be reaching out to returning trustees to compile the slate of officers for 2019-2020. The new slate of officers will be voted on at the May meeting.
 4. Trustees will provide refreshments for the annual meeting.
 - B. 2020 budget recommendation/vote: 2020 budget proposal was presented, and options were discussed. Finance

committee recommended an \$8,020 increase for a 2020 total budget of \$208,340. **Motion was made by Trustee Cole to present the 2020 budget with an \$8,020 increase. Trustee Eisenhut seconded, motion passed 6/1.** (In favor: Trustees Cole, Eisenhut, Forties, Huber-Hwang, McDonald, Miller. Opposed: Trustee Benson)

- C. Sexual harassment prevention training: Trustees will be required to attend the supervisor prevention training. A session will be held on May 28th. Susie is gathering more details about possible further trainings and will keep the trustees updated.

III. Friends of LCL report

- A. Friends have approved the board's request for \$6,000.
- B. Book sale and bake sale are scheduled for June. No chicken barbeque this year. Friends are looking for a new point person for the book sale.
- C. Costumes and cocktails event is being further discussed and planned for October.
- D. Liz Miller will be the new chair of the art committee.

IV. Committee Reports

- A. Finance: see attached
- B. Policy: Conflict of interest policy will be reviewed. Committee will begin discussion on a Reserved Funds policy.
- C. Marketing: Attempting to set up a meeting with John Hamilton (John Joseph Inn) to discuss hosting the Costumes and Cocktails event.
- D. Personnel: None
- E. Buildings and Grounds: None
- F. Grant: See Library Director's report
- G. Technology: Two ipads have been purchased.

- H. History: None
- I. Endowment: Grant letter has been received.
- V. Finance Officer's report and approval of monthly expenditures:
Motion made by Trustee Cole to approve the Finance Officer's Report. Trustee Forties seconded, motion passed 7/0.
- VI. Library Director's report: see attached
- VII. Review of minutes from February meeting: no corrections
- VIII. Old Business
- IX. New Business: look for the next patron survey
- X. Exchange Time—reports, rumors, ruminations
- XI. Next meeting dates—see below
- XII. Adjourn: **Motion made by Trustee Benson to adjourn at 8:58 PM. Trustee Cole seconded, motion passed 7/0.**

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

Liz, Susie, Jason, Andra, Darcey, Debora, Melissa

1. February Financial docs
 - reconciled computer purchase with Helming \$ and redistributed remaining \$ in 2019 budget (reducing B & G increase)
 - Susie will follow-up on persistent tax levy discrepancy
 - a Trustee should pay credit card bills for LCL over phone, when necessary, not Susie

2. Look over 2020 budget options:
 - \$4k increase-
 - does not include Helming \$
 - does not include fines/donations
 - should have undesignated profits from C&C (fall 2019 major fundraiser)
 - cost of living increase (2%)
 - can adjust amount we take from Endowment, if needed
 - \$12K increase-
 - Susie's wish list for basic needs, maintenance and growth
 - Builds in some insurance for unpredictable grants
 - Building is aging quickly (some problems that arise need immediate fixes due to safety and aesthetic concerns; some items are harder to grant fund due to short turnaround)
 - \$8k increase-new proposal and lead recommendation of Finance Team
 - puts \$3k back into B & G, \$1k more in programming

3. Updating bank signer lists- Susie had called bank and they have provided info on how to proceed, shared with Finance Team
4. Melissa- Thank you for joining us! Will check why beginning equity is always \$16k
5. Quick books- renewed for year, price decreased to \$388
6. March numbers-looked good

Librarian’s Report to the Board of Trustees March 27th 2019

- We received two grants from the Community Foundation Myrtle Dee Nash fund, totaling \$7,067, for after school and summer reading programming.
- Cargill has awarded the Library \$6,300 for 2019. \$3000 to get new carpet upstairs in the main stacks room and help offset costs of summer reading and children’s programming.
- I am waiting to hear back from the Triad Foundation as to their possible interest in funding the feasibility study. I sent a letter of inquiry two weeks ago.
- The Town has completed our building inspection. We passed, pending our annual elevator inspection.
- Katie and I are brainstorming on how best to make our after school programming more inclusive for all area children. We will meet with school special education teachers and other district employees over the spring to come up with ideas/procedures for fall.
- The staff and I continue to promote the vote and annual meeting. Michelle and I are working on revamping the hand out for the annual meeting and bookmarks. After the meeting/vote we hope to have a large bookmark style handout with fast facts and statistics instead of using the annual meeting handout.
- Summer Reading planning continues to be a high priority, as well as finishing up the last of the grant applications for spring grant cycles.

	Feb	March
Patrons Added	15	15
Borrowers	689	649
Check Outs	7540	6315
Holds Placed	1006	854
PAC Logins	792	638

Total Patrons:

Upcoming Programs:

Peepalooza April 27th 11 am

Last of the Wild Tigers of India Saturday April 6th 11 am

Vote/Annual Meeting 29th/ 30th