

LCL Board of Trustee Meeting Minutes May 22, 2019

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

Also Attending: New trustees: Elizabeth Gossett and Maureen Trowbridge, Susie Gutenberger, Julie Berens

Absent: Trustees Benson, Eisenhut

6:30—Presentation on LCL's endowment by Amy LeViere, Community Foundation

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

- I. Additions to the agenda as presented: None
- II. President' Report
 - A. Trustee Miller congratulated and welcomed our new elected trustees (Trustees Forties, Gossett and Trowbridge)
 - B. Vote process feedback/updates: Vote process ran very smoothly. Final Count: 123 yes to 2 no
 1. Voter turnout was compared to previous years.
 2. Total cost of the vote: \$330
 - a. Poll workers \$12/hr.
 - b. Voter rolls were printed at the library this year which helped to lower the cost.
 - C. Swearing in of new Trustees: Oath taken and signed by new Trustees. Hard copies are turned into the County Clerk and a copy is kept in the President's binder.
 - D. Update Conflict of Interest policy: Statements are signed and kept in the President's file.
 - E. Vote on slate of officers for 2019-2020
 1. New Slate of Officers:
 - President: Trustee Cole
 - Vice President: Trustee Huber-Hwang
 - Secretary: Trustee Eisenhut
 - Finance Officer: Trustee Rigdon

2. Motion made by Trustee Rigdon to vote on the new slate of officers. Trustee Forties seconded; motion passed 7/0.

F. Present committees for decision at June meeting:

1. Trustee Miller gave a brief description of the various committees for the trustees. At the June meeting, committee members will be identified. Trustees should select at least 2 committees to be on and 1 committee to possibly chair.

a. Committee chair responsibilities can be found at the end of the by-laws. Reminder that all committee meeting dates must be posted a week in advance.

G. Summer Reading Kickoff/Book sale

1. Help is needed for the book/bake sale on June 21-22. Beth Heck oversees sign-ups. If you can help, please sign up using the sign-up genius.

H. Confirm June meeting date and set July picnic date

1. The June meeting is confirmed for Wednesday, June 26, 2019. The July picnic/celebration will be held at the Salt Point Brewery. The date of July 22nd works for most of the Trustees. Susie will confirm the date with the brewery. Once the date has been confirmed, the president will send out an invitation to the volunteers, staff and trustees.

I. Fundraising letter to nonresidents: Discussion about sending a fundraising/endowment pledge letter to nonresidents who use the library. Trustee Cole will review the letter to be sent either in late June or early fall.

III. Friends of LCL report: See attached

IV. Committee Reports

A. Finance: Trustee Cole gave a summary of the vote. Taxes were submitted and a reminder will be sent to Jay about the audit.

B. Policy: Three policies are being reviewed to be updated.

- C. Marketing: The Cocktails and Costumes event is being planned. The marketing/fundraising committee needs to meet to organize a calendar for the fall fundraiser. The group will define leaders for breakout groups and a list of ideas for the fundraiser will be generated.
- D. Personnel: None
- E. Buildings and Grounds:
 - 1. The library has received \$5,000 from Triad Foundation to support the feasibility study. Six other foundations have been contacted to secure the remainder of the needed money for the study. State money is not available for a feasibility study.
 - 2. The lock for the front storage area has been rekeyed.
 - 3. Two motion detection lights have been purchased for the area near the book drop.
 - 4. Technology: None
 - 5. Grant: None
 - 6. History: None
 - 7. Endowment: None
- V. Finance Officer's report and approval of monthly expenditures: **Motion made by Trustee Cole to approve the finance officer's report for March. Trustee Rigdon seconded, motion approved 7/0. Motion made by Trustee Cole to approve the finance officer's report for April. Trustee McDonald seconded; motion passed 7/0.**
- VI. Library Director's Report: See attached
- VII. Review of minutes from the March and April meetings:
 - Correction to the March minutes: Presentation was done by Steve Moolin and a representative from In-Site Architecture.
- VIII. Old Business: Reminder to use trustee emails for library business
- IX. New Business:

August: Review of long-term plan goals

General discussion of annual committee goals

- X. Exchange Time—reports, rumors, ruminations
 - A. A new trustee group photo will need to be taken for the website.
- XI. Next meeting dates—see below (at 7:00 PM unless otherwise noted)
- XII. Adjourn: **Motion made by Trustee Rigdon to adjourn at 9:25PM. Trustee Cole seconded; motion passed 7/0.**

LCL BOT Mtg dates	LCL Friends Mtg dates
(7PM unless otherwise noted) May 22 (6:30) Amy Leviere CF June 26 July—volunteer appreciation Aug 28 Sept 25 Oct 23	(6:30 unless otherwise noted) June 12 Sept 11 Oct 16 Nov 19—Tuesday Annual Meeting Spring book sale—June 21-22 Fall book sale—November 15-16 Craft Fair Dec.6-7

Librarian's Report to the Board of Trustees May 22nd 2019

- The Library received two grants this month. Borg Warner for \$1,000 to offset costs of newsletter improvements and marketing materials. Dollar General for \$2,000 to offset costs of Summer Reading and Family programming throughout the year.
- We received \$5,000 from the Triad Foundation for our feasibility study. We have an opportunity to request more funding in October from this Foundation. I have reached out to several other area donors for funding, to reach our \$30,000 goal, but am still waiting for responses.
- Katie has a wonderful summer planned. She will spend almost a week visiting students in the Lansing schools in the middle of June, to promote our programs. We have a fun-filled schedule for Summer Reading – check it out at lansinglibrary.org/summer-reading-2019
- We will host the Red Cross Babysitting class for 11-15 year olds on Saturday June 1st. This is the first time for us hosting this important class. We will ask for a suggested donation, but the class will be free if needed.
- Our first ever Peepalooza was a smashing success as well as our May the 4th Be with You program. We hope to hold both programs annually.
- Our Library is now fine free. I will work with the fundraising and marketing committees to create a marketing/fundraising campaign to promote the Fine Free initiative.
- I attended a workshop on ^{pest} pet control and bed bugs in the library. The Fingerlakes Library System is going to buy a “hot box” for each member library. We would then be able to heat up any items which are returned contaminated. The policy committee will work on creating a pest control policy soon. A policy will let patron know we are aware of possible problems and have procedures in place to deal with it.
- I also attended a workshop on the upcoming Census. Libraries will play a large role in data collection and all staff will need to be trained on how to best assist patrons. Our system will create trainings and help member libraries deal with what is expected of us. I have been asked to possibly serve on the Tompkins County Census Task Force. It is important for a rural library to be represented on this committee. There are a lot of unknowns at this point. I will keep up with the emerging situation.
- We are working on weeding some outdated and damaged materials from the collection. All discarded materials will be sold through our book sale.
- The Library will be participating in the Give Gab Giving Is Gorges day giving on June 12th. Our campaign this year is to raise funds offset costs associated with going fine free. We will feature our campaign on social media and have included information in our June newsletter.
- Michelle is updating and upgrading our online newsletter. Look for a new format in June.
- I contacted Salt Point Brewery and they are interested in hosting our annual volunteer appreciation party. I will meet with Sara next week to gather more details.

Librarian's Report to the Board of Trustees May 22nd 2019

- The AED machine and cabinet, which was purchased for us by the county, is on its way. The staff will be trained, in July, on NARCAN use. The county will give us NARCAN kits after the training.
- Ace Security came and rekeyed the lock to the outside book room. There has been some concern books were being taken from the room during closed hours. That room has had many keys given out over the years. Now only staff have keys and access to that room.
- We are having solar motion lights installed near our book drop. Patrons have expressed concern that the area is dark when they leave books at night.

	April	May
Patrons Added	14	23
Borrowers	688	661
Check Outs	6383	6471
Holds Placed	849	834
PAC Logins	734	747

Total Patrons: 2151

Upcoming Programs:

American Red Cross Babysitters Training Class - Saturday June 1st 9:30 am – 4:30 pm

Summer Reading Kickoff with Hilby - Saturday June 22nd 11 am

Book Sale June 21st- sale extended until June 29th

Spacecraft Planetary Imaging Facility (SPIF) adult program – Saturday July 6th 11 am

Paint Your Pet Wine and Design Fundraiser August 21st 6:00 pm

COMMITTEE REPORTS

Programs: The Blue Green Algae event was well attended (about 30 people)
Saturday, July 6 there will be an outer space program geared toward adults

Art: Liz Miller has contacted artists who have displayed at the library to see if they want to donate a piece for the Costumes and Cocktails auction.

Friends are discussing the possibility of including "art" donations to sell at the November book sale.

Fundraising: Book Sale June 21-22

Sign up Genius will combine book sale volunteers and bake sale donations. Baked goods can be dropped off at the library Thursday or Friday. The book sale will continue through the week of June 24-29 with the clean up scheduled for MONDAY JULY 1 from 4-6.

Costumes and Cocktails – Friday, October 18, 2019 at the John Joseph Inn.

Paint Your Pet - \$60 per person; to be scheduled in August

NEW BUSINESS

Susie G, Nikki W (absent), Julie B, Paula GK and Maureen C met to discuss setting up financial procedures for future marketing/fundraising ventures. The Fundraising/Marketing Committee will be comprised of at least one friend and one trustee and additional community members. They will oversee the schedule and special committees will be formed to carry out the "big" fundraisers.