

LCL Board of Trustee Meeting Minutes – August 28, 2019

Attending: Trustees Cole, Cowen, Eisenhut, Forties, Gossett, Huber-Hwang, McDonald, Rigdon, Trowbridge

Also Attending: Susie Gutenberger, Megan Williams

I. Call to Order (7:01) – Trustee Cole

Additions to the agenda as presented: none

Minutes of the June 26, 2019 meeting were approved.

Old Business – Contact and Committee Lists - Since the Technology Committee is not a mandated committee there was discussion about disbanding it. Instead, Michelle Calupca (LCL staff) will chair it.

The Marketing Committee will continue with its current name but discussions will also continue on a possible shift in focus.

II. President's Report and New Business

Friends MOU – Trustee Cole met with Nicki Wells, president of the Friend of LCL, and will attend the Friends September meeting. Their annual meeting will be 11/19/19 and the BOT is encouraged to attend. Trustee Cole presented a draft of the Memorandum of Understanding (MOU) between LCL and the Friends for BOT review and input. The final draft must be completed before the end of October 2019.

Greater Tompkins Municipal Health Insurance Consortium (GTMHIC)– Susie has submitted paperwork to participate.

Costumes and Cocktails – Please see report from Committee from Trustee Cowen. Trustees are asked to sell at least 8 tickets which were distributed. Tickets will also be sold on-line and at the library. Help may be needed for the Art Auction.

Committee Goals/Long Range Planning – All committees are asked to meet between now and the next BOT meeting in September to discuss long range goals.

Ad Hoc Committee on LCL Growth – Susie and Trustee Cole met with CJ Randall, Lansing Town Planner to discuss possible library expansion and the feasibility study and how to fund the study. **Trustee Cole made a motion and was seconded by Trustee Rigdon to create an Ad Hoc committee “Expansion” made up of members of the Building and Grounds committee. Motion passed 9/0.**

Endowment Letter – A draft of a letter to LCL patrons who live outside the school district was presented for review. (See attached.)

III. Friends of LCL Report

Megan Williams presented information on the upcoming fundraiser Costumes and Cocktails, invited all to the Friends meeting on 9/11/19 and gave the dates for the Fall Book Fair (11/15-16) and the Craft Fair (12/6-7).

IV. Committee Reports

Policy The following policies were **approved unanimously 9/0 by the LCL Board:** Statement of Free Access to Libraries for Minors, Library Bill of Rights, Confidentiality of Library Records. **Motion made by Trustee Cole, seconded by Trustee McDonald.**

Personnel – Susie expressed her gratitude to the Board for the timely action on her participation in the GTMHIC.

V. Finance Officer’s Report and Approval of Monthly Expenditures

Motion made by Trustee Cole and seconded by Trustee Eisenhut to approve the Finance Officer’s reports for June and July. Motion passed 9/0.

VI. Library Director’s Report – Please see attached.

VII. Next Meeting Dates – Please see below.

VIII. Executive Session – Trustee Cowen motioned for the Board to enter into Executive Session to discuss personnel issues. Trustee McDonald seconded the motion and the Board entered Executive Session. Motion passed 9/0.

IX. Adjourn – Motion made by Trustee Gossett and seconded by Trustee McDonald to adjourn at 8:50pm. Motion passed 9/0.

LCL BOT Meeting Dates – 7pm

10/23

11/20

12/11 Budget

LCL Friends Meeting Dates – 6:30

10/16

11/15-16 Book Fair

11/19 Annual Meeting

12/6-7 Craft Fair