

LCL Board of Trustee Meeting Minutes – September 25, 2019

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

Absent: Trustee Gossett

Also Attending: Susie Gutenberger, Nikki Wells

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

Additions to the agenda as presented: none

Minutes of the August 28, 2019 meeting were approved.

II. Old Business

2019 Committee Lists were revised and approved.

Friends MOU – Trustee Cole met with the Friends and discussed the revisions to the MOU. The Friends had concerns over the request for frequent financial reporting, the presentation of the annual budget in November being sufficient in their opinion. There were also concerns over how much money to keep in reserve. Emphasis was placed on making sure that funds given to LCL cannot be used for operating expenses unless explicitly directed by the Friends. **Trustee Rigdon made the motion and it was seconded by Trustee Forties to approve the MOU as presented by Trustee Cole. Motion passed 8/0.**

Greater Tompkins Municipal Health Insurance Consortium (GTMHIC) – Susie met with Don Barber, executive director of the Consortium and they will be approving our application soon. The Trustees selected the President of the LCL Board (Jason Cole) to represent the LCL on the GTMHIC board. They meet six times a year and will be meeting next in December. A plan will need to be selected for Susie by 10/25. The Personnel Committee will meet to discuss.

Endowment Letter - The final draft of the letter was presented by Trustee Cole. It will be sent to 300 households.

III. New Business

Friends Meeting Calendar – We will have trustees rotate to attend the Friends monthly meetings. Everyone is encouraged to attend their annual meeting on 11/19/19.

Committee Goals/Long Range Planning Document – Most of what was presented will stay the same, with each committee working on its own. Susie will be responsible for Collection and Technology. Trustees Cole, Forties and Rigdon will revise the document for further review by the Board.

Schedule/Topics for Quarterly Patron Survey – Library staff coordinates the schedule and then puts it on the website and has hard copies available to patrons. It was suggested that for the October survey, questions should be asked about programming for adults and about library space – do we have enough?

IV. **Friends of LCL** – Please see the report.

V. **Committee Reports**

Buildings and Grounds – The committee will meet after Costumes and Cocktails to make a plan about how to spend the funds raised. The town is planning to apply for a grant that will help LCL to pay for the feasibility study. We should know something at the beginning of November.

Policy – **The LCL Social Media Policy was approved unanimously 8/0 with the change of “Library Manager” to “Director”. Trustee Cole made the motion and Trustee Cowen seconded the motion.**

Marketing – Plans continue for Costumes and Cocktails on 10/18/19. Ticket sales are going well. There will be an ad in the Lansing Star and an invitation is being extended through the LCSD.

VI. **Finance Officer’s Report and Approval of Monthly Expenditures – Motion made by Trustee Trowbridge and seconded by Trustee Eisenhut to approve the Finance Officer’s Report for August 2019. Motion passed 8/0.**

VII. **Library Director’s Report** – Please see the report.

VIII. **Next Meeting** – Please see below

IX. **Adjourn** – Motion made by Trustee Forties and seconded by Trustee McDonald to adjourn at 8:23pm. Motion passed 8/0.

LCL BOT Meeting Dates - 7pm

LCL Friends Meeting Dates – 6:30

11/20

11/15-16 Book Fair

12/11 Budget

11/19 Annual Meeting

12/6-7 Artisan Fair