

LCL Board of Trustee Meeting Minutes – December 11, 2019

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

Absent: Trustee Gossett

Also Attending: Julie Berens, Susie Gutenberger

I. **Call to Order (7:04) – Trustee Cole**

Additions to the agenda as presented:

The boiler in the library broke today and the carbon monoxide sensor went off. HSC is working on an estimate for repair. Anything over \$1,200, the BOT needs to approve.

Minutes of the November 20, 2019 meeting were approved.

II. **Old Business**

Long Range Planning Documents - We will move this part of the meeting to the Committee Reports but will continue to keep it on our monthly agenda. Trustee Cole urged BOT members to submit their board reviews and to review their sections of the Strategic Plan accordingly. The Strategic Plan will be a robust portion of the agenda of our February meeting. Our January meeting will focus on the budget.

New Trustee Packet – Trustee Forties gave the report. It was discussed that meeting the staff, pairing experienced members of the board with new members, having a tour of the library and reviewing the calendar of activities and events are essential parts of new Trustee orientation. Trustees Cole, Trowbridge and Forties will meet to review the governance aspect of Trustee responsibilities.

III. **Friends of LCL Report**

Julie Berens gave the report. The November Book Fair raised approximately \$600. The Artisan Fair raised close to \$1,300. They will not have a December board meeting. They will be setting a new schedule of meetings in January. A check from the proceeds of Costumes and Cocktails was presented to the LCL but was returned to The Friends so that payment could be made directly to the contractor installing the library shelving. LCL will pay the balance for the work if necessary.

IV. **Finance Officer's Report and Approval of Transactions**

A motion was made by Trustee Rigdon and seconded by Trustee McDonald to approve the November transactions with the exception of \$16,000 – unrestricted net assets – which was included to clear out a long-standing accounting issue affecting the balance sheet. The BOT approved November's transactions pending a review of this \$16,000 accounting entry 8/0.

V. **Library Director's Report**

Please see attached. In addition, Susie reported that the endowment check arrived and that the boiler work will be taken care of. She also announced the date of the Summer Reading Kick-Off – Saturday June 20, 2020. Trustee Cole asked that a list be kept of all of the groups/organizations that use the library space. This list will be used for future planning.

VI. New Business

Feasibility Study – Susie has a meeting with the Community Foundation 12/12 to discuss funding and a timeline. She also needs to meet with CJ Randall, the Lansing Town Planner. Discussion focused around funding the study and making a request to The Friends of the Lansing Library for funds for the study with the agreement that the LCL would also contribute to the study from its own savings reserves. Timing is becoming more critical as the window of grants begins to close.

Cash Flow Strategy – Discussion centered around the possibility of investing in short term CD's due to the low interest rates in our savings account. No decision was made. The BOT will look into different investment options in the future.

Policy Updates – Trustee McDonald's committee will meet 12/17. The terms of three Trustees are up in May 2020 (Rigdon, Huber-Hwang and McDonald). For planning purposes, the BOT needs to consider what are our skill gaps and how can we address them.

VII. Executive Session

A motion was made by Trustee Huber-Hwang and seconded by Trustee Forties to enter Executive Session. Motion passed 8/0. A motion was made by Trustee Rigdon and seconded by Trustee Eisenhut to exit Executive Session. Motion passed 8/0.

A motion was made by Trustee Trowbridge and seconded by Trustee McDonald to use funds from our capital savings up to \$10,000 for the Feasibility Study. Motion passed 8/0.

A motion was made by Trustee Rigdon and seconded by Trustee Cowan to approve a salary increase to the staff of the LCL of 3% across the board for 2020. Motion passed 8/0.

VIII. Adjourn

A motion was made by Trustee Rigdon and seconded by Trustee McDonald to adjourn at 9:50pm. Motion passed 8/0.

LCL Meeting Dates 7pm

LCL Friends Meeting Dates TBD

January 22

February 26

March 25

April 22 (Annual Meeting)