

Lansing Community Library Board of Trustees Meeting Minutes January 22, 2020

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

Also attending: Susie Gutenberger, Andra Benson Absent: Trustees Maureen Cowen, Kathy McDonald

I. Call to Order (7:03) – Trustee Cole

Additions to the Agenda – none

Minutes of the December 11, 2019 meeting were approved.

II. Old Business

New Trustee Packet – The committee will work together on revising it. Trustee Eisenhut will join them.

Trustee Turnover- Trustee McDonald will not be seeking another term. Trustees Huber-Hwang and Rigdon have agreed to run again. Several names of possible candidates were discussed and current trustees will reach out.

Feasibility Study – Susie met with the Lansing Town Planner and the town will not be able to provide funding for the study. LCL has secured \$5,000 from the Triad Foundation, \$10,000 from the Friends and \$10,000 from LCL Capital savings. Insight has revised the scope of the study and it will have three phases instead of four. The new study will cost \$26,460, leaving a gap of \$1,460.

III. Friends of LCL – Please see attached report.

IV. Library Director's Report – Please see attached report.

V. Personnel Committee Report

Trustee Cole is looking into new evaluation tools for the Board and for the LCL Director. Personnel policies are under review for updating.

VI. Policy Committee

Due to the absence of Trustee McDonald, these will put this on the agenda for February's meeting.

VII. Finance Officer's Report

Approval of Transactions - **A motion was made by Trustee Forties and seconded by Trustee Gossett to approve the Finance Officer's report for December 2019. Motion passed 7/0.**

Approval of 2019 Savings Reallocation Plan In reviewing the balance sheet there is a \$9,685.45 surplus. Susie was extremely conservative in all aspects of the 2019 budget in anticipation of the improvements/repairs scheduled for 2020 and the feasibility study. **A motion was made by**

Trustee Cole and seconded by Trustee Rigdon to move \$7,225.45 into capital savings, \$1,000 to be used for programing and \$1,460 to be used to pay for the remainder of the balance of the feasibility study. Motion passed 7/0. Darcy reported on the 1/11/20 Finance Committee meeting. Please see minutes.

VIII. New Business

Appointment to Finance Committee -**A motion was made by Trustee Cole and seconded by Trustee Eisenhut to approve Trustee Forties to serve on the Finance Committee. Motion passed 7/0.**

2021 Budget Planning – Trustee Rigdon presented a proposed budget prepared by the Finance Committee. Trustees are asked to review it for our February meeting. The Finance Committee will meet before the BOT meeting. If Trustees have any questions or concerns, they should contact Trustee Rigdon.

Annual Vote Planning – There are materials in the Google Drive that all Trustees should familiarize themselves with. At the BOT February meeting assignments will be given out for the voting process. The BOT annual meeting will be on 4/20/20 and the vote will be on 4/21/20. Susie will confirm these dates*. (Dates were confirmed.)

FLLS Advocacy Day – Please check emails from Sarah Glogowski regarding the public policy day in Albany on 2/25/20.

Friends Meeting Attendance – As per the MOU, this is the rotation of Trustees who will attend the Friends' meetings in the coming year.

2/10 Christine Eisenhut

3/16 Maureen Trowbridge

4/14 Elizabeth Gossett

4/13 Darcy Rigdon

5/18 Christine Eisenhut

9/14 Elizabeth Gossett

10/19 Deborah Huber-Hwang

11/17 – all will try and attend the Annual Meeting

IX. Executive Session – none

X. Adjourn – **Motion made by Trustee Cole and seconded by Trustee Huber-Hwang to adjourn at 8:32. Motion passed 7/0.**

Upcoming LCL BOT Meeting Dates – 2/26, 3/25, 4/20 Annual Meeting, 5/27.