

Lansing Community Library Board of Trustee Meeting Minutes April 20, 2020

Attending Via Zoom Meeting *– Trustees Cole, Cowen, Eisenhut, Forties, Gossett, Huber-Hwang, McDonald, Rigdon, Trowbridge

Also attending – Susie Gutenberger, Nikki Wells

I. Call to Order and Welcome – 7:01pm Trustee Cole

Additions to the Agenda – none

Minutes of the March 25, 2020 meeting were approved.

II. Old Business

COVID-19 Response – The LCL was awarded Payroll Protection Program funds. Moneys will be held in a specific account opened by Tompkins Trust for clear reporting purposes. Payroll will come out of this account and Susie will look into direct deposit at this time. Susie also applied for a grant through SBA.gov for \$5-6,000 but hasn't heard back and may not until we get the funds in our account.

2021 Budget Revisions – Budget revisions were presented by Trustee Rigdon. Changes were made to programming, payroll increases and building improvements. **Trustee Cole made a motion and was seconded by Trustee McDonald to approve the 2021 LCL Revised Budget with no tax levy increase. Motion passed 9/0.**

Annual Meeting and Trustee Election – Discussion centered around changing the date of our election, projecting the date sometime around August. The new Trustee candidate, Isabelle Schweitzer has been made aware of the delay. Trustee Huber-Hwang will be in touch with the LCSD to discuss how the LCL can coordinate with the district on both elections/budget votes.

III. Friends of LCL Report

Nikki Wells gave the report. The Friends haven't met since our last meeting. They are planning to meet virtually in the coming weeks. They have postponed the June book sale. They have approved \$2,000 for our 2021 budget.

IV. Library Director's Report

Please see attached. In addition, Susie is looking into plexiglass safety shields for the front desk and reworking the Book Drop. The staff are looking forward to getting back to work. The feasibility study is almost finished. in.site:architecture plans to meet with Susie in the coming week. They plan to have the study completed by early Fall.

V. Finance Officer's Report

A motion was made by Trustee Cowen and seconded by Trustee Rigdon to approve the Finance Officer's Report for March 2020. Motion passed 9/0.

VI. New Business

Personnel Policy- Trustee Cole has revised the Personnel Policies and would like to have feedback from trustees by 5/1. He will forward comments to the Personnel Committee in the hope of having it approved at the May 27th BOT meeting.

VII. Executive Session – A motion was made by Trustee Cole and was seconded by Trustee McDonald to enter Executive Session. Motion passed 9/0.

VII. Adjourn

At 8:07 a motion was made by Trustee Gossett and was seconded by Trustee Rigdon to adjourn. Motion passed 9/0.

Next meeting – May 27, 2020

*Please note – A recording of this meeting is available on the LCL website.