

Lansing Community Library Board of Trustee Meeting Minutes March 25, 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 – 7pm Trustee Cole

Additions to the Agenda – none

Minutes of the February 26th meeting were approved.

II. Old Business

The Artist Contract Policy was approved with one correction. **Motion made by Trustee Huber-Hwang, seconded by Trustee Trowbridge. Motion passed 8/0.**

The Meeting Room Policy was approved. **Motion made by Trustee Cowen, seconded by Trustee Trowbridge. Motion passed 8/0.**

III. Friends of LCL Report – The report is brief due to the present situation. The Friends vote on the request of the of the LCL BOT to the Friends in the amount of \$3,000.00 for the 2021 budget has been put on hold. They are hoping to fulfill the request but may grant a smaller amount.

IV. Library Director's Report – Please see attached. Extensive work is being done to update the website, keeping staff working on what they can. Regarding the Feasibility Study, the physical review of the current facilities was completed by in.site:architecture. They are on schedule to complete the study as planned.

V. Finance Officer's Report

Approval of Transactions – **A motion was made by Trustee Eisenhut and seconded by Trustee Gossett to approve the Finance Officer's Report for February 2020. Motion passed 9/0.**

VI. New Business

COVID-19 Actions – Susie reported that the staff is having a difficult time with the closing. The LCL will not open until they are directed by the State Board of Education and Department of Health. As of the date of this meeting, there is no clear date to open. But with permission, the LCL could open before the schools do. Tompkins County Public Library and the Finger Lakes Library System will also be consulted. Susie enters the building to check on the facilities and other essential work. The Book Drop is locked. The State is allowing virtual library cards. Our WIFI is not password protected so patrons are encouraged to use the parking lot (and social distancing guidelines) to use the Internet. Susie will check to make sure that the links to the LCL

are working with the LCSD. Michelle Calupca is next in charge if Susie gets sick. Susie takes her own temperature before going into the library. Hand sanitizers and gloves are on hand.

COVID-19 Implications

Payroll – Staff is currently working from home. Paychecks are drawn from the library and sent to staff.

Emergency Closure Policy - **A motion was made by Trustee Cole and seconded by Trustee Trowbridge to approve the Emergency Closure Policy. Motion passed 9/0.**

Collections – The LCL is currently spending very little on any new additions to the collection.

Grants - Trustee Cole is concerned that future grant opportunities will not be as robust as in the past. Susie anticipates a tightening of extra programs.

2021 Budget Review - It's likely that the tax levy and county funding will be reduced. The Finance Committee will be meeting via Zoom to discuss the tax levy as well as the possibility of direct deposit for employees.

Annual Meeting – Trustee McDonald has agreed to extend her term until August.

In respect to the April Annual Meeting and Board terms, **Trustee Cole made a motion and was seconded by Trustee Gossett to suspend Section IV (a) and Section VIII (d) of the Bylaws of the BOT of the LCL. Motion passed 9/0.** Trustee McDonald has agreed to extend her term until August, 2020. Trustee Cole expressed the Board's gratitude for her continued service.

The BOT will continue the plans for how and when to go forward with the vote at a subsequent BOT meeting.

Trustee Huber- Hwang will follow up with the advertisements regarding the vote. The Logo Contest is also on hold, but the staff has plans to build it into Summer Reading.

Jen Taveres from the Tompkins County Chamber of Commerce was suggested as the speaker for the Annual Meeting, whenever it happens. in.site:architecture was also suggested.

Other – Trustee Forties toured the Lansing Residential Center with representatives from the Town and BOCES. There is a great deal of potential but significant renovations would need to be made. Susie reported that plans with the Town, LCSD and BOCES are on hold.

VII.Executive Session - none

VIII. **At 8:50 pm a motion was made by Trustee Rigdon and seconded by Trustee Cole to adjourn. Motion passed 9/0.**

NEXT MEETING – 7:00 pm, April 20, 2020 via Zoom.

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