

Lansing Community Library Board of Trustees Meeting Minutes February 26, 2020

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

Also attending: Susie Gutenberger, Nikki Wells

I. Call to Order and Welcome 7:00pm – Trustee Cole

Additions to the Agenda – none

Minutes of the January 22nd meeting were approved with 3 minor corrections.

II. Old Business

New Trustee Packet – Trustee Cole reported that a group of Trustees met to discuss a revised and updated new packet. Additions will be made to the personnel policies. The revisions will be reviewed at the next BOT meeting.

2021 Budget Planning and Approval- A motion was made by Trustee Cole and seconded by Trustee Cowen to approve the 2021 LCL budget with the tax cap override. Motion passed 9/0.

Annual Vote Planning Assignments – Assignments were given to each BOT member. Trustee Eisenhut will reach out to Isabelle Schweitzer as a potential BOT member.

III. Friends of LCL Report– Friends currently have \$8,377.93 in their account. They're happy to support and contribute to the feasibility study. The Book Sale is planned for June 19/20 and November 6/7. The Artisan Fair is planned for December 4/5.

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

V. Buildings and Grounds Committee Report – The renovation schedule has been set. Please volunteer through signupgenius.

VI. Policy Committee Report

Key Control Policy – **A motion to amend the Key Control Policy to add the words "the Finance Committee Chair should receive access to a master key" was made by Trustee Cole and seconded by Trustee Cowen. Motion passed 9/0.** Susie will look into the cost of having the building re-keyed.

Artist Contract Policy- discussion centered around the issue of what happens if a patron has a complaint about the artwork. The Policy Committee will meet again to review and re-word the policy. **A motion was made by Trustee Cole and seconded by Trustee Eisenhut to table the vote. Motion passed 9/0.**

Policy on Children in the Library – **with the subtraction of the words “the library is not supervised” the motion was made by Trustee Rigdon and seconded by Trustee Huber-Hwang to approve the policy. Motion passed 9/0.**

Meeting Room Policy – **A motion was made by Trustee Cole and seconded by Trustee Eisenhut to table the vote on this policy. Motion passed 9/0.** The committee will continue to work on the wording of this policy.

Public Computer Use Policy – **Trustee Trowbridge made a motion and was seconded by Trustee Cole to return the wording “Users 13 and under are not allowed to use portable electronic devices” to the wording of the policy. Motion passed 9/0. Trustee Cole made the motion and was seconded by Trustee Forties to approve the policy. Motion passed 9/0.**

VII. Finance Officer’s Report

Approval of Transactions – **A motion was made by Trustee McDonald and seconded by Trustee Forties to approve the Finance Officer’s report for January 2020. Motion passed 9/0.**

VIII. New Business

Approval of State Report – **Susie has preliminarily submitted the report to the Finger Lakes System. BOT members made minor adjustments to information. Trustee Rigdon made a motion and was seconded by Trustee Cole to approve the information on the State report. Motion passed 9/0.**

Program Development and Outreach – **Trustee Cowen presented revisions to the Marketing Committee including it’s new name Program Development and Outreach. (Please see attached.) This is separate and different from the Programming Committee.**

Approval of the Tax Cap Override Resolution - **A motion was made by Trustee Cole and seconded by Trustee McDonald to approve the Tax Cap override (0.09%). Motion passed 9/0.**

IX. Executive Session – None

Adjourn – Motion was made by Trustee McDonald and seconded by Trustee Eisenhut to adjourn at 9:11 pm. Motion passed 9/0.

<u>Upcoming LCL BOT Meeting Dates</u>	<u>Friends Meeting Dates</u>
March 25	April 13 (Ridgon)
April 20 – Annual Meeting	May 18 (Eisenhut)
May 27	Sept 14 (Gossett)
June 24	Oct 19 (Huber-Hwang)
	November 17 - ALL