

Lansing Community Library Board of Trustee Meeting Minutes June 24, 2020

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

Also attending – Susie Gutenberger, Isabelle Schweitzer, Christian Shaffmaster

I. Call to Order and Welcome – 7:06pm Trustee Cole

Additions to the Agenda – Trustee Cole welcomed Isabelle Schweitzer, our newly elected board member and Christian Shaffmaster who will fill the remainder of Trustee Cole’s term. Trustee Rigdon amended the notice of approval of May transactions, not April, under the Finance Officer’s report and asked for a change to the approval of officers, with Trustee Huber-Hwang taking over as President and waiting until our next meeting to vote on the other officers.

Minutes of the April 20, 2020 meeting were approved.

II. Old Business

Approval of Christian Shaffmaster to LCL Board –**A motion was made by Trustee Rigdon and seconded by Trustee Cowen to have Christian Shaffmaster fill the remainder of Trustee Cole’s term on the LCL Board of Trustees. Motion passed 9/0.** As requested by Trustee Rigdon, he will serve on the Finance Committee. Christian introduced himself and is looking forward to his new role at the library.

Approval of Darcey Rigdon to the Health Consortium Board – **A motion was made by Trustee Cole and seconded by Trustee Huber-Hwang to have Trustee Rigdon serve the remainder of Trustee Cole’s term on the Greater Tompkins County Municipal Health Insurance Consortium. The motion passed 9/0.** A note will be sent to the from the LCL Board to the Consortium confirming this.

Trustee Election – Trustee Huber-Hwang reported that there was a very good response for our budget/trustee vote included with the LCSD budget vote and school board election. Debra Huber-Hwang, Darcey Rigdon and Isabelle Schweitzer were all elected Trustees. They will each serve a three year term which is set to begin August 1, 2020 (the usual start date is 6/1, adjusted due to COVID). They will be sworn in at our July 22nd meeting. They can be sworn in via a Zoom meeting. They will begin voting at the August meeting.

Approval of Personnel Policy – Trustee Cole circulated a final draft to the BOT. Changes that were sent to him by Trustee Rigdon were incorporated into that document. Additional comments were then made by Trustees Gossett (addressed), Huber-Hwang, Rigdon and Trowbridge regarding number of libraries in the system, paid holidays and time sheets. Since the document will need to have further clarifications/corrections, it will be voted on at the July meeting. Trustee Huber-Hwang will follow up on this.

III. Friends of LCL Report – No report was given.

IV. Library Director's Report – Please see attached. Also, please see attached COVID procedures. A policy meeting will follow with Trustee McDonald. Trustee Cowen asked about health information regarding the staff. Susie is keeping track of it and sending the information along to the State. She also asked about our insurance coverage as it relates liabilities and COVID. Susie is following up on this with our agent (Tompkins Insurance). Susie reported that Tompkins Insurance reached out to her and let her know that we have proper coverage.

V. Finance Officer's Report – Trustee Rigdon gave the report. We have approximately \$800 remaining in PPP funds. It is being used for payroll and other approved expenses. **A motion was made by Trustee Trowbridge and seconded by Trustee McDonald to approve the Finance Officer's Report for May 2020. Motion passed 9/0.**

VI. New Business

July Meeting will take place on July 22nd.

Approval of 2020-21 Officers We will vote on the slate of officers at the July meeting. Trustee Eisenhut will reach out to BOT members and put together a list of possible nominees for the position of Vice President. The other officers will be: President – Deborah Huber-Hwang, Secretary – Christine Eisenhut, Finance Officer – Darcey Rigdon

VII. Executive Session – none

VIII. Adjourn – A motion was made by Trustee Cole and seconded by to adjourn at 7:58.

Next Meeting – July 22, 2020

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

Respectfully submitted by: Christine Eisenhut