

Lansing Community Library Board of Trustee Meeting Minutes May 27, 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 – 7:04pm Trustee Cole

Additions to the Agenda – none

Minutes of the April 20, 2020 meeting were approved.

II. Old Business

COVID-19 Response and Reopen Plan - The library will open for contactless curbside pick up on June 15th. All county libraries hope to open as well on that date. We will be open 4 days a week, the Book Drop will be open, with a new system to handle materials safely. The teen workers will be back and will be paid by Lansing Youth Services. Susie anticipates that staff will spend considerable time helping patrons select books, especially those who can't access the Internet. The parking lot will be set up to facilitate social distancing.

Annual Meeting and Trustee Election – Ballots have been sent along with the LCSD ballots. Information was also posted in the Ithaca Journal. We do not need to have an annual meeting. The 2021 budget was approved at our April BOT meeting (please see minutes). **A motion was made by Trustee Gossett and seconded by Trustee Trowbridge to hold a BOT meeting on July 22, 2020. Motion passed 8/0, Trustee Cole abstaining.**

Feasibility Study – Trustee Forties asked each trustee to read the study which was sent out. We will discuss it at length in the fall. Susie reported that the report is encouraging and gives us a set of priorities to work on and a master plan.

Personnel Policy – Trustee Cole thanked everyone for their feedback. Trustee McDonald recommended that the Personnel Policy be sent out for review and voted on at our June meeting.

III. Friends of LCL

Nikki Wells reported that they have had two meetings since our last BOT meeting. They have approved our request for \$2,000.00 for our 2021 budget. They have also been strategizing on how to fundraise during these difficult times and under social distancing conditions. They will not have the Summer Book Sale but they are planning on hosting the Artisan Fair in December.

IV. Library Director's Report

Please see attached.

V. Finance Officer's Report

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

VI. New Business

There will need to be a new Trustee to fill the seat of Trustee Cole for the remainder of his term (one year). New officers should be voted on at our June meeting.

Trustee Rigdon will take over the responsibility of the seat on the Tompkins County Health Care Consortium.

VII. Executive Session - none

VIII. Adjourn

A motion was made by Trustee McDonald and seconded by Trustee Rigdon to adjourn. Motion passed 9/0.

Next Meeting – June 24, 2020

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