

Lansing Community Library Board of Trustee Meeting Minutes July 22, 2020

Attending Via Google Meet *– Trustees Cowen, Eisenhut, Forties, Gossett, Huber-Hwang, McDonald, Rigdon, Trowbridge

Also attending – Susie Gutenberger, Isabelle Schweitzer, Christian Shaffmaster, Nikki Wells,

I. Call to Order and Welcome – 7:06pm Trustee Huber-Hwang called the meeting to order.

Additions to the Agenda - none

Minutes of the June meeting were approved.

II. Old Business

COVID -19 Response and Reopen Plan – The plan is being implemented smoothly and the staff hopes to extend the hours of curb side pickup. Susie cited a study (OCLC) which indicates that the virus can live on books for up to 3 days. This finding will impact inter-library loans. Trustee Gossett asked about the building's ventilation system. Our current system has limitations. Susie may be looking into other sites where patrons can use library computers by appointment.

Feasibility Study – Trustee Forties will be asking in-site:architecture for a virtual meeting in September. There have been issues with the chimney and uninvited wildlife in the building. Repairs may be modified based on their recommendations. It would also be helpful for the new trustees to learn about their work.

Personnel Policy – Susie has researched the personnel policies of the Tompkins Civil Service Department regarding the correct wording of sick leave and paid time off. Trustee Huber-Hwang reported that the Personnel Committee will bring the final draft of the updated Personnel Policy to the August meeting.

III. Friends of LCL

Nikki welcomed Isabelle and Christian. Fundraising has been difficult. The Book Sales have all been cancelled as well as the chicken bbq. The December Artisan Sale has not been cancelled as of yet. They will make the decision in September. The Friends will be hosting an on-line auction in late August. Beth Hogan and Megan Williams are co-chairing the event. Nikki encouraged BOT members to donate a themed basket or item if possible.

IV. Library Director's Report – please see attached. In addition, due to water damage, Susie reported on bats entering the library without library cards and not wearing masks or social distancing. The Building and Grounds Committee is helping with gathering estimates for repairs.

V. Finance Officer's Report

Trustee Rigdon gave the report. The PPP funds were spent entirely. **A motion was made by Trustee Rigdon and seconded by Trustee Forties to spend \$2,060.65 for bat remediation. The motion passed 8/0. A motion was made by Trustee Huber- Hwang and seconded by Trustee Gossett to approve the Finance Officer's Report for June 2020. The motion passed 8/0.**

VI. New Business

New Trustees Oath of Office - New Trustees Schweitzer and Shaffmaster took the LCL BOT Oath of Office.

Use of Google docs and Library Gmail Account - Trustee Rigdon encouraged all trustees to make sure they use their Trustee emails. She offered to host a Google Doc "how-to" at 6:30 before our next meeting on August 26th. The correct email for Susie is director@lansinglibrary.org. Susie will help Trustee Trowbridge with her email address.

Conflict of Interest Forms - Trustees are asked to submit updated Conflict of Interest forms as soon as possible.

Board of Trustee Officer Elections

A motion was made by Trustee Ridgon and seconded by Trustee Trowbridge to elect the following slate of Officers to the LCL BOT:

President: Debora Huber- Hwang

Vice President: Elizabeth Gossett

Secretary: Christine Eisenhut

Treasurer: Darcey Rigdon

Motion passed 8/0.

Committee Memberships:

Personnel – Trustee Huber-Hwang will chair, Trustee Gossett will join.

Finance – Trustee Forties will join, Trustee Shaffmaster will join.

Building and Grounds – no changes

Policy – Trustee Trowbridge will chair. Trustee Schweitzer will join. Trustee Shaffmaster will join.

Grant Writing, Endowment, Expansion, Community Outreach – Trustee Eisenhut will chair the Endowment Committee.

An updated Committee List will be provided at the August meeting.

BOT meeting Dates – 8/26, 9/23, 10/28, 11/18, 12/16

VII. Executive Session – none

On behalf of the BOT and the residents of Lansing, Trustee Huber- Hwang thanked Kathy McDonald for all of her time and dedication to the library and wished her well in the future.

VIII. Adjourn

A motion was made by Trustee Rigdon and seconded by Trustee McDonald (as her last official act as a trustee) to adjourn at 8:39 pm. Motion passed 8/0.

* Technical difficulties prohibited the posting of the recording of this meeting on the LCL website alongside the minutes.