

## Lansing Community Library Board of Trustees Meeting Minutes November 18 ,2020

**Attending Via Zoom:** Trustees Barber, Cowen, Eisenhut, Gossett, Huber-Hwang, Rigdon, Schweitzer, Shaffmaster, Trowbridge

**Also attending:** Susie Gutenberger, Nikki Wells

### **I.Call to Order and Welcome 7:08**

Additions to the Agenda – none

The minutes of the October meeting were approved with two corrections.

### **II. Old Business**

**1.Bylaws – A motion was made by Trustee Barber and seconded by Trustee Trowbridge to approve the change in the wording of the bylaws to allow for virtual meetings. Motion passed 9/0.**

**2.A motion was made by Trustee Schweitzer and seconded by Trustee Rigdon to approve the Emergency Management Policy. Motion passed 9/0.**

**3.A motion was made by Trustee Shaffmaster and seconded by Trustee Barber to approve the library director's annual review forms. Motion passed 9/0.**

### **III. Friends of LCL Report**

Nikki thanked everyone who attended the Friends annual meeting which was held virtually on 11/17/20. They currently have a balance of about \$11,000 in the account. They have elected Shannon Adamson as a new board member. They are asking for help with the library garden maintenance. They are in the process of reimagining the role of The Friends to improve fundraising and support for the library. They are always accepting new members. Trustee Cowen asked to have someone from the Friends board serve on the Building and Grounds committee.

**IV. Library Director's Report** - please see report.

### **V.Committee Reports**

**1.Personnel–** The library will be hiring a payroll company to start in January. Paydays will continue as every other week. Regarding vacation time, **a motion was made by Trustee Trowbridge and seconded by Trustee Rigdon to set the carry over of vacation days to begin with the payroll company at 10 days for the library director at 5 days and for the library assistant director. Motion passed 9/0.** Regarding hours of operation and dates to close the library over the coming holidays, **a motion was made by Trustee Trowbridge and seconded by Trustee Gossett to propose the following: 12/28 and 12/29 10am-2pm, 12/30-31 close.**

**Motion passed 9/0.** Saturday hours for browsing and curbside pick up in December have been added to the schedule. The committee also agreed to approve Susie's recommended changes in sick time – if someone tests positive for COVID, state guidelines will be followed.

2. Policy – Trustee Trowbridge gave the report. The committee worked on the two policies approved earlier in this meeting. Next month the committee will review the Emergency Closure policy. There will also be a review of the calendar of review for policies so that there is a better system of approval.

3. Endowment – Trustee Eisenhut gave the report. The current balance is \$140,653.74. We have a spendable balance of \$4,700. We will grant ourselves \$2,000.

4. Building and Grounds – Trustee Cowen gave the report. The committee met and discussed the part of the Feasibility Study that addresses the updates and repairs that are needed in the building.

## **VI. Finance Officer's Report and Finance Committee Report**

Trustee Rigdon gave the report. The committee met and reviewed the finances for the year 2020. Trustee Shaffmaster looked into a high yield interest checking account. Budget discussions will begin after Thanksgiving. Susie has been keeping expenses at a minimum and the PPP loan has helped a great deal. **A motion was made by Trustee Eisenhut and seconded by Trustee Barber to approve the Finance Officer's transactions for October, 2020. Motion passed 9/0.** The new payroll company is Complete Payroll from Perry, NY. Regarding budget planning, we will begin discussions of the 2022 budget in December and January and we will vote on it in February. The annual meeting and election will be in April. A recommendation was made to have teen feedback at our BOT meetings. We would also like to have a report from the Children's Librarian, Katie Senft.

## **VII. New Business**

1. Holiday Schedule – **A motion was made by Trustee Barber and seconded by Trustee Cowen to approve the proposed paid holiday schedule for 2021. The holidays are as follows: 1/1, 1/18, 5/31, 7/5, 9/6, 11/25, 11/26, 12/24, 12/25. Motion passed 9/0.**

2. Board Meeting Dates – The BOT will meet on the 4<sup>th</sup> Wednesday of each month at 7pm with the exception of November and December. There is no meeting in July. Meetings will take place 1/27, 2/24, 3/24, 4/28, 5/26, 6/23, 8/25, 9/22, 10/27, 11/17 and 12/15.

## **VIII. Announcements**

Evaluation forms for the Library Director from the BOT are due to Trustee Gossett by 12/16. They can be sent to her home address.

## **IX. Executive Session**

**A motion was made by Trustee Trowbridge and seconded by Trustee Cowen to enter into Executive Session. Motion passed 9/0. A motion was made by Trustee Trowbridge and seconded by Trustee Cowen to exit Executive Session. Motion passed 9/0.**

## **X. Adjourn**

A motion was made by Trustee Rigdon and seconded by Trustee Shaffmaster to adjourn at 9:01. Motion passed 9/0.