

Lansing Community Library Board of Trustees Meeting Minutes September 23,2020

Attending Via Zoom: Trustees Cowen, Eisenhut, Forties, Gossett, Huber-Hwang, Rigdon, Schweitzer, Trowbridge

Absent: Trustee Shaffmaster

Also attending: Susie Gutenberger, Nikki Wells, Bruce Barber, Rick Hauser, Kimberly Kraft

I.Call to Order and Welcome 7:08 (The Secretary went to the wrong place for the meeting.)

Additions to the Agenda – The committee lists will be discussed under New Business.

The Minutes from the August meeting were approved with one correction.

II.Old Business

Friends Memo of Understanding – Minor changes were made to the wording. **A motion was made by Trustee Cowen and seconded by Trustee Huber-Hwang to approve the updated Friends MOE as presented. Motion passed 8/0.**

Conflict of Interest Policy – Minor changes were made to the wording. **A motion was made by Trustee Gossett and seconded by Trustee Eisenhut to approve the Conflict of Interest Policy as presented. Motion passed 8/0.**

Feasibility Study – Rick Hauser and Kimberly Kraft from in.site:architecture gave a presentation on their work on the feasibility study. The total estimate budget for the project would be between \$1.9-\$2.3 million dollars.

III.Friends Report – The on-line auction will take place from October 8-15th. The December Artisan Fair has been cancelled. The Friends are looking for new members. Due to a work emergency, Bruce Barber had to leave the meeting at this time.

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

V.Finance Director's Report

A motion was made by Trustee Gossett and seconded by Trustee Trowbridge to approve the Finance Officer's Report for August, 2020. Motion passed 8/0.

VI.New Business

Oath of Office for Bruce Barber Bruce will be finishing the term of Trustee Forties ending May 2022 but he had to leave the meeting early. He will be sworn in at the library in the next week or at the October meeting. It is the plan that he will take over the committee assignments that Trustee Forties currently holds (B/G, Finance and Expansion). Trustee Cowen will be the new

Chair of Buildings and Grounds. Trustee Huber-Hwang thanked Trustee Forties for her years of service to the Board.

Long Range Plan Format – Trustee Gossett will be helping to update our format, moving it to a 3 year time table with a review at the January or September meeting. This will be on the agenda for the October meeting.

Posting Meeting Minutes Pre/post Approval – Minutes will be sent out for review before each meeting by the Secretary and will be posted to the Shared Drive after BOT approval. When a Committee meets, (Policy, Finance....) they can have “notes” but the Board doesn’t have to approve them and they can be posted to the Shared Drive

Patron Survey – Michelle will be adding a patron survey to the website and newsletter.

Board Self Evaluation – Trustee Huber-Hwang discussed how to develop a new format to evaluate the Library Director and the Board itself. She will present this at the October meeting.

VII. Announcements

The Town Planning Board has their next meeting on 9/28 at 6:30 on Zoom and YouTube.

The Greater Tompkins Municipal Health Insurance Consortium – any changes to Susie’s plan must be made by 10/15.

All are welcome to attend the FLLS Annual Meeting on 10/16 which is virtual this year.

The next Town of Lansing Board Meeting is 10/21 at 6:30 via Zoom. Our Liaison to the Town Board is Andra Benson. A report from the library is sent to the Town each month by the BOT secretary.

The Policy committee will meet to discuss the new NYS Laws regarding sick days. Trustee Trowbridge will schedule this.

VIII Executive Session – none

IX. A motion was made by Trustee Forties and seconded by Trustee Ridgon to adjourn at 8:48. Motion passed 8/0.