

Lansing Community Library Board of Trustees Meeting Minutes October 28 ,2020

Attending Via Zoom: Trustees Barber, Eisenhut, Gossett, Huber-Hwang, Rigdon, Schweitzer, Shaffmaster, Trowbridge Late attending (7:24) – Trustee Cowen

Also attending: Susie Gutenberger, Nikki Wells

I. Call to Order and Welcome 7:03

Additions to the Agenda – none

The minutes of the September meeting were approved with no corrections.

II. Old Business

The Friends Board approved the MOU on 10/19/20. Now that it is approved by both boards, it will be signed and posted.

A motion was made by Trustee Trowbridge and seconded by Trustee Barber to approve the Emergency Closure policy for the next 60 days. Motion passed 8/0.

Revisions were made to the Personnel Policy regarding salary increments and wording of sick time. **A motion was made by Trustee Barber and seconded by Trustee Shaffmaster to approve the revised Personnel Policy. Motion passed 8/0.**

The library has been re-keyed and new key numbers have been logged. Susie will get new keys for Trustee Huber-Hwang and The Friends. Susie is also going to have a fire box key installed.

III. Friends of LCL Report

Nikki thanked everyone for their support of the on-line auction. The event raised close to \$2,700. They aren't sure what 2021 fundraising will look like but are brainstorming. November 17th is their annual meeting. They will be voting in 2 new board members. The LCL BOT members are encouraged to attend. Trustee Huber-Hwang thanked Nikki and The Friends for all of their hard work in support of the Library.

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

V. Committee Reports/Long Range Plan Updates

Buildings and Grounds – Trustee Cowen gave the report. There are some issues with the boiler. All four legged and winged unregistered patrons of the library have been remediated. Christina Forties will continue to attend committee meetings. Trustee Barber will also serve on this committee.

Policy – Trustee Trowbridge gave the report. The committee is working on a consistent format for all of our policies. At the suggestion of the FLLS, we may need to add something to our by-laws regarding on-line meetings.

Endowment – Trustee Eisenhut gave the report. In light of all of the pandemic concerns, growing the Endowment is lowered on the priority list. We will continue to draw our budgeted amount from it and monitor gifts.

Community Outreach – Trustee Cowen gave this report as well. She met with Susie and Michelle and plans to reach out to community businesses and communicate the message that the Library is a “community hub”. They also want to focus marketing the Library to the adult population in Lansing.

Technology – Trustee Rigdon reported that Michelle chairs this committee. Going forward, she and Susie will update the BOT with any technology issues.

Grants – Susie reported that goals have changed due to the challenges of COVID. She may need a new set of eyes to get some perspective on opportunities. She will plan to communicate with Trustees Shaffmaster and Eisenhut.

VI. Finance Director’s Report

Long Range Plan Update – In November, the committee will be meeting to discuss personnel to begin planning for the 2021 budget. On January 1 the distribution of paychecks will be taken care of by a new payroll company. Susie is keeping spending to a bare minimum. Trustee Barber will serve on this committee in place of former Trustee Forties.

A motion was made by Trustee Barber and seconded by Trustee Trowbridge to approve the Finance Officer’s report for September, 2020. Motion passed 9/0.

VII. New Business

FLLS Annual Meeting –The system is seeing a loss of roughly \$400,000. They will be making cuts in personnel and deliveries.

Resolution to Approve 2020/2021 amendments to the Municipal Cooperative Agreement for the Greater Tompkins County Municipal Health Insurance Consortium. - A few changes were made this year and more counties have joined which makes the Consortium stronger. It is well run and is of value to Susie. **A motion was made by Trustee Barber and seconded by Trustee Gossett to approve the resolution as presented. Motion passed 9/0.**

Long Range Plan Format Update – Trustee Gossett will be making some revisions to bring the document up to date - changing from a 5 year to a 3 year plan and adding a status update column. The Library could improve on how it documents what goals we do achieve and when we achieve them. Trustee Huber-Hwang will create a new folder “Archives for the Long Range

Plan” so that each committee can be responsible for how it documents when and how their tasks were achieved.

Annual Review Form Revisions – Trustee Huber-Hwang will send out forms for the BOT to review before our November meeting.

Little Book of Boards – Continuing education for BOT members will be a part of our meetings in the odd numbered months. Trustee Rigdon will lead a conversation in November of the Little Book of Boards. Each BOT member is asked to read it before our next meeting.

VIII. Announcements – Please attend the Friends Annual Meeting on November 17th.

IX. Executive Session – none

X. A motion was made at 8:46 by Trustee Eisenhut and seconded by Trustee Rigdon to adjourn. Motion passed 9/0.

Respectfully Submitted by Christine Eisenhut