

## Lansing Community Library Board of Trustee Meeting Minutes August 26, 2020

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

Also attending – Susie Gutenberger, Nikki Wells

**I. Call to Order and Welcome** – 7:06pm Trustee Huber-Hwang

Additions to the Agenda – The Friends report will move up to the top of the Agenda. We will also discuss personnel changes under New Business.

The Minutes from the July Meeting were approved with no additions or corrections.

Committee Roster – **Trustee Cowen made a motion and was seconded by Trustee Trowbridge to approve the 2020 Trustee Committee Membership list with the correction of Trustee Forties' assignments. Motion passed 8/0. Trustee Forties abstained.**

### II. Friends of LCL Report

Nikki Wells reported that the date of the on-line auction has been changed from late August to October 8-15<sup>th</sup>. They currently have a balance of \$8,472 in their account. They are hopeful but doubtful that they will host the Artisan Fair in December. They would like an update on information regarding the Feasibility Study. Trustee Gossett and Susie will attend their 9/14 meeting.

### III. Old Business

Status of Conflict of Interest and Oath of Office Forms – All but one of the forms is in. Susie will follow up.

COVID-19 Response and Reopen Plan – Curbside pick up hours will increase on 9/8. The library will be open for ½ hour browsing appointments in early October. Computer use appointments are more difficult due to building ventilation. Studies are being conducted by Battelle for the REALM Project and show that the virus may live on certain materials for up to 5 days. Susie will ask the FLLS how many on-line ebooks and audio books are checked out through LCL. Currently we get that report once a year. Susie would like it quarterly. The number of our actual check outs is down due to lack of browsability.

Emergency Closure Policy – **Trustee Trowbridge made a motion and was seconded by Trustee Gossett to approve the Emergency Closure Policy for an additional 60 days. Motion passed 9/0.**

Key Control Update – In agreement with the Building and Grounds Committee and the BOT, Susie will have the building re-keyed.

Personnel Policy – **Trustee Cowen made a motion and was seconded by Trustee Eisenhut to approve the Personnel Policy. Motion passed 8/0. Trustee Forties abstained.**

**IV. Library Director's Report** – Please see report in the Google drive.

#### **V. Building and Grounds Report**

Now that mating season is over, the bats have been taken care of by Wildlife Solutions. Trustee Forties will schedule a meeting with in:site architecture for our October meeting. The Town of Lansing is re-establishing the Town Center Planning Committee. Susie will get more information on how the LCL can be involved.

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

Trustee Rigdon gave the report. **A motion was made by Trustee Eisenhut and seconded by Trustee Huber-Hwang to approve the Finance Officer's Report for July, 2020. The motion passed 9/0.**

#### **VII. New Business**

Possible Investment Vehicles – Trustee Shaffmaster will be reviewing information from the Community Foundation and the Finance Committee and will report back.

Use of Google Docs and Shared Drive – Thank you to Trustee Rigdon for the BOT training held before this meeting. Trustee Eisenhut will make sure (with Michelle's help) that the minutes and committee reports are on the shared drive. Michelle will also help with updating the budget and Annual Report on the website. Many thanks to Katie Senft for updating the website throughout the spring and summer.

Overview of Long Range Plans and Committee Goals – Trustee Huber-Hwang requested that each Committee review the LRP and update the document as needed. This will be on our agenda for the September meeting.

Trustee Forties will be taking over the position of Library Clerk, as Maureen Carroll Dean will be retiring. Bruce Barber has agreed to serve the remaining time of her term as BOT member. Many thanks to Christina for her work on the BOT and she will continue to work with Buildings and Grounds.

**VIII. Executive Session** – none

#### **IX. Adjourn**

**A motion was made by Trustee Forties and seconded by Trustee Gossett to adjourn at 8:30pm. Motion passed 9/0.**