

Lansing Community Library Board of Trustees Meeting Minutes January 27, 2021

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 7:03

Additions to the Agenda - none

The Minutes of the December meeting were approved with one correction.

II. Old Business

1. Long Range Plan Format – Trustee Gossett presented an updated format. A Status column was added to capture the changes of the goals/tasks of the document. Currently it doesn't have a place to list the dates we plan to accomplish the goals. In changing the format, the goal would be to have the LRP on a three year rolling cycle.

2. LCL Policy Review Cycle – Trustee Trowbridge made the presentation on the cycle of how and when policies should be reviewed and updated.

3. Trustee Self Evaluation Summary – Trustee Gossett compiled all of the BOT member self evaluation submissions. The overall feedback was positive. Recurring suggestions were improved board training, more diversity of board members. Her report is posted in the Shared Drive.

III. Friends Report

The Friends met in January and in addition to the \$2,000 received in 2020, The Friends are giving the library an additional \$2,000 from the funds raised from the on-line auction. In planning for 2021, they are hoping to schedule a chicken BBQ in June.

IV. Director's Report – Please see report.

V. Committee Reports

Personnel – The committee met and discussed names for the upcoming trustee election. They also discussed staffing and payroll for 2021. The committee is recommending a 3% increase for the entire staff for 2021. The Library Director recommended a 3% increase for the rest of the staff. **A motion was made by Trustee Huber-Hwang and seconded by Trustee Trowbridge to increase the Library Director's salary by 3% and to increase by 3% the payroll amount for the remaining staff for the budget for 2021. Motion passed 9/0.** Going forward, changes made to salaries will take place on February 1st each year.

VI. Finance Officer's Report

1. 2020 End of the Year Final Numbers -Trustee Rigdon gave the report. The library will see a surplus of close to \$32,000 from 2020. The committee will meet in February to recommend how to allocate the funds.

2. Approval of December Transactions - A motion was made by Trustee Barber and seconded by Trustee Cowen to approve the December 2020 transactions. Motion passed 9/0.

3.2021 Budget Update, Friends Contribution/2022 Budget Planning Process – Our 2020 budget was balanced. We did not ask for a tax levy increase last year. The committee has met and is working to present the 2022 budget at our February meeting. We will vote in February on the tax levy increase ask. Conversation centered around how and why to ask for the increase. The committee is planning to ask \$3,000 from the Friends for 2022. From the endowment fund we take roughly \$2,000. **A motion was made by Trustee Huber- Hwang and seconded by Trustee Gossett to request \$3,000 from The Friends as their annual contribution to the LCL for the budget 2022. Motion passed 9/0**

VII. New Business

1.Potential New Trustee Candidate – Trustee Cowen has identified Steve Patrician as a new board member. Candidates will need 25 signatures to be on the ballot. Trustee Schweitzer is also looking into new candidates as well. Signature forms can be found in the shared drive.

2.Annual Meeting Date – April 26, 2021. We will not have a speaker this year. It will be a Zoom meeting. There will be an annual report created by Library staff to be available at the library and on the website. The vote will take place on April 27th. The new trustee will be sworn at the May meeting.

3.Vote Teams

The Media Team – Trustee Gossett

Day of Vote Team – Trustees Rigdon and Schweitzer

Trustee Huber-Hwang will reach out to BOT members to fill in the jobs that are needed.

4. Schedule Trustees to Attend Friends Meetings

2/8 Rigdon, 3/8 Trowbridge, 4/12 Barber, 5/10 Eisenhut, 6/14 Schweitzer, 9/13 Gossett, 10/18 Shaffmaster, 11/16 Annual Meeting – All invited, 12/13 Huber-Hwang

VIII. Announcements

There was conversation on who should write thank you notes to donors. In the past, the BOT secretary has done them. Susie has taken them up since Trustee McDonald retired. Susie will continue with this.

IX. Executive Session – none

X. Adjourn

A motion was made by Trustee Barber and seconded by Trustee Cowen to adjourn at 8:38pm. Motion passed 9/0.