

Lansing Community Library Board of Trustees Meeting Minutes February 24, 2021

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

Also attending: Susie Gutenberger, Nikki Wells, Steve Patrician

I. Call to Order and Welcome 7:07

Additions to the Agenda - none

The Minutes of the January meeting were approved with two corrections.

II. Old Business

A. Trustee Candidates

1. Steve Patrician introduced himself to the Board.
2. Petitions with 25 Signatures must be submitted to the library by March 26th.

B. Review Policies

1. **A motion was made by Trustee Gossett and seconded by Trustee Barber to approve the Mandated Emergency Closure policy. Motion passed 9/0.**
2. **A motion was made by Trustee Rigdon and seconded by Trustee Barber to approve the Cell Phone policy. Motion passed 9/0.**
3. **A motion was made by Trustee Barber and seconded by Trustee Huber Hwang to approve the Library Code of Conduct. Motion passed 9/0.**

C. Payroll Company Update – Seems to be going well. Susie has access to both employer and employee accounts to track hours. Trustee Rigdon will also have access to the information. Follow up will continue in the Personnel Committee.

III. Friends of the Library Report

The Friends met in February and made the decision to postpone Costumes and Cocktails in October and will plan another on-line auction instead. There will be a chicken BBQ on 5/8 and the BOT will be asked to help. There might be a small book sale if the weather permits. At their March 8th meeting (Trustee Trowbridge will attend) they will discuss the request from the BOT for \$3,000 for the 2022 budget and they will vote on it. The liaison to the Building and Grounds committee will be a floating position. The biggest need is in the garden.

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

V. Committee Reports

Personnel – Trustee Huber Hwang reported that Susie received her annual evaluation. Her yearly goals are shared in the Admin folder. The committee also reviewed staffing needs and health insurance for the 2022 budget as well as the need for better job descriptions and the possibility of the library becoming a Living Wage employer. Only one employee is not receiving the living wage amount.

Building and Grounds – Trustee Cowen reported that Susie is working to get estimates on various building repairs.

VI. Finance Officer's Report

A. Approval of January Transactions - **A motion was made by Trustee Gossett and seconded by Trustee Trowbridge to approve the January transactions. Motion passed 9/0.**

B. Budget Process Q&A Trustee Rigdon gave the report. The 2022 will be a fairly frugal budget. It returns us almost to pre-COVID budget levels. The committee is recommending a tax levy increase of \$12,700. This is a 6.1% increase over last year's library tax. Last year there was no increase to the tax levy. Trustee Rigdon will be preparing some talking points on why we are recommending this increase so that trustees can better explain it to community members. **A motion was made by Trustee Barber and seconded by Trustee Trowbridge to approve the proposed 2022 budget with the \$12,700 tax levy increase. The motion passed 9/0.**

VII. New Business

A. Civil Service – As part of the State Report, Civil Service paperwork will need to be submitted for 2 employees. The Personnel committee will meet to discuss how and when this will happen and will report back at our March meeting.

B. Living Wage -**A motion was made by Trustee Shaffmaster and seconded by Trustee Schweitzer for the library to become a Living Wage employer. Motion passed 9/0.** This will affect one employee, will take effect in March and will be an increase of \$300 to the budget.

C. Tax Cap Override Vote – It is NYS law that we as a board must vote if we are requesting a tax levy increase over 2%. **A motion was made by Trustee Rigdon and seconded by Trustee Trowbridge to approve the tax cap override. Motion passed 8/0 with one abstention.** There is the understanding that earlier in this meeting the BOT approved the 2022 tax levy increase with this amount already included. The Board and staff will educate itself on the order of this issue going forward.

D. NYS Annual Report and vote Q&A -Susie presented an overview of this year's report. It is a comprehensive report of what goes on throughout the year at the library. This year was complicated by COVID. **A motion was made by Trustee Gossett and seconded by Trustee Barber to approve the NYS Report as presented. Motion passed 9/0.** Susie thanked members of the BOT for their help and review of the report.

VIII. Announcements

A. Vote Teams – Media: Trustee Gossett, Day of Vote: Trustees Rigdon, Schweitzer, Community Liaison: Huber-Hwang The Annual Vote will be 4/27/21.

B. Library Advocacy Day – Please refer to the emails from the FLLS for dates and details.

C. Trainings – Trustees are encouraged to attend one of three the trainings offered by the FLLS. There will be continuing education for our board at 6:30 before our March meeting.

IX. Executive Session – none

X. Adjourn – A motion was made by Trustee Rigdon and seconded by Trustee Cowen to adjourn at 9:06. Motion passed 9/0.