

## Lansing Community Library Board of Trustees Meeting Minutes March 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 7:08**

A. Additions to the Agenda – none

B. The Minutes of the February 2021 meeting were approved with 3 minor corrections.

### **II. Old Business**

A. Tax Cap Override Information – In order to answer any remaining questions regarding how it's calculated, Trustee Rigdon provided the document Lansing Library Tax Calculator for better clarification. We will continue discussion at our next meeting.

B. Provisional Civil Service Positions Update – There were changes made to the job description of our bookkeeper. What was formerly a “temporary project assistant” is now a “senior account clerk typist”. Melissa and Christina are considered provisional and we have 18 months from the date of their higher or job title change to make them permanent.

C. Payroll Company Update – The new system is running smoothly. Melissa's wage rate was decreased by a small amount and Christina's wage rate was increased by a small amount. The LCL is now a Fair Wage Employer.

### D. Vote on Policy Updates

**1. A motion was made by Trustee Rigdon and seconded by Trustee Schweitzer to approve the Social Media policy. Motion passed 9/0.**

**2. A motion was made by Trustee Huber-Hwang and seconded by Trustee Barber to approve the Mandated Emergency Closure policy (with the deletion of the Outbreak Section). Motion passed 9/0. A motion was made to Trustee Trowbridge and seconded by Trustee Shaffmaster to have this policy remain effect for the next 60 days. Motion passed 9/0.**

### **III. Friends of the LCL Report**

At their March meeting, The Friends voted to approve the \$3,000 request from the LCL for the 2022 budget. Plans are underway for a chicken BBQ on 5/8, a small book sale later in the summer and an on-line auction in October. Hopes are high for the Artisan Fair in December.

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

### **V. Committee Reports**

Personnel-The minutes from their meeting are on the shared drive.

Building and Grounds – The Lansing boys soccer team is going to be helping with the gardens. Work is to be done on the gutters and windowsill grating.

**VI. Finance Officer's Report – A motion was made by Trustee Huber-Hwang and seconded by Trustee Barber to approve the February transactions. Motion passed 9/0.**

## **VII. New Business**

A. Annual Meeting and Budget Vote – Trustee Rigdon will present the budget information at the annual meeting in April.

1. Candidate petitions/bios – candidates will give a brief introduction of themselves.
2. Media – Information regarding the vote was published in the Ithaca Journal, Tompkins Weekly and the Lansing Ledger.
3. Logistics and poll workers will be coordinated by Susie.
4. Absentee ballots have been available at the front desk.
5. Advertising has been taken care of by Michelle.

B. Patrons survey – There is interest in the library acquiring a 3-D printer. Susie is pursuing grants to pay for it.

C. Trustee Continuing Education – Tonight's session (before the BOT meeting) was on the history of The Friends. The topic for May will be how to read a balance sheet/financial reports. July will be about trustee responsibilities.

## **VIII. Announcements**

A. All trustees should be receiving emails from Sarah Glogowski from the Finger Lakes Library System.

B. The slate of BOT officers will be presented at our May meeting. Trustees are asked to consider how they would like to best serve the LCL. Terms begin on June 1<sup>st</sup>.

**IX. Executive Session** – none

**X. Adjourn** – A motion was made by Trustee Rigdon and seconded by Trustee Barber to adjourn at 8:22 pm. Motion passed 9/0.