

LANSING COMMUNITY LIBRARY TRUSTEE MEETING AGENDA

Aug. 25, 2021, 7:00 PM

Meeting held in person at the Lansing ballfields pavilion

- I. Call to Order and Welcome (5 min- Elizabeth)
  - A. Thank you to Senior Account Clerk (LCL Treasurer) Melissa for Q&A on financial documents
  - B. Additions to agenda
  - C. Approval of July meeting minutes
- II. Finance Officer's report (10 min-Treasurer Melissa and FO Darcey)
  - Approval of July transactions
- III. Old Business (15 min)
  - A. Policy review (Maureen)
    - 1. "Public Health and Other Emergency" (previously called "Public Disaster") 30 day approval
    - 2. Health and Essential Rights (HERO) Act policy ("Airborne Infectious Disease Exposure Prevention" Plan) This is a new policy
  - B. Review and approval of updated LCL Committees (Elizabeth)
- IV. Friends of LCL report (10 min- Nikki or Megan)
- V. Library Director's report (10 min- Susie)
- VI. Committee Reports (5 min. each)
  - A. B&G: update on roof leak & yellow jacket nesting situation (Steve)
  - B. Policy: upcoming schedule of policies to review, next meeting date (Maureen)
  - C. Personnel: Reviewed progress on Susie's yearly goals;
    - 1. B&G capital budget & timeline for building improvements is still needed
    - 2. LCL specific job descriptions of Civil Service positions is still needed
  - D. Other, if necessary: Endowment. Community Outreach, Technology, Grants (committee chair)
- VII. New Business (15 min)
  - Overview of Long Range Plan (Elizabeth)
- VIII. Announcements (5 min.- Elizabeth)
  - A. Any "Conflict of Interest" forms still due?
  - B. The Board meeting date for September has been changed to Wed., Sept. 15
  - C. Reminder that all committee meetings, as well as the Board meeting are open meetings
- IX. Executive Session, if needed
- X. Adjourn

LCL BOT Mtg dates	LCL Friends Mtg dates
(7 PM unless otherwise noted)	(7:00 PM unless otherwise noted)
Aug. 25	Aug. 9 Steve
Sept. 15	Sept. 13 Christine
Oct. 27	Oct. 18 Christian
Nov. 17	TUES. Nov.16 (All)
Dec. 15	Dec. 13 Debora