

## Lansing Community Library Board of Trustees Minutes July 28, 2021

**Attending IN PERSON!!:** Trustees Barber, Eisenhut, Gossett, Huber-Hwang, Patrician, Rigdon, Shaffmaster, Trowbridge Absent: Trustee Schweitzer **Also Attending:** Susie Gutenberger, Nikki Wells

### **I. Call to Order and Welcome – 7:12**

Additions to the Agenda – None. The Minutes of the June meeting were approved.

**II. Old Business** - A reminder was given to trustees to please submit their Conflict of Interest forms.

Policy Review – **A motion was made by Trustee Rigdon and seconded by Trustee Barber to reapply the Public Health and Other Emergency Policy for 30 days. Motion passed 8/0.**

Personnel Policy Update – **A motion was made by Trustee Barber and seconded by Trustee Huber-Hwang to approve the changes to the Personnel Policy. Motion passed 8/0.**

Health and Essential Rights (HERO) Act – The Policy Committee will meet and the BOT will vote on this policy at the August meeting.

**III. Friends of LCL Report** – Megan Williams is heading up the on-line auction which will take place 9/27-10/5. Plans are underway for an artisan fair in December. New locations are being considered. There may be a pop-up book sale in the next few weeks.

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

### **V. Committee Reports**

Personnel – Christina Forties passed the civil service exam. Melissa Jordan's test is yet to be scheduled. The committee worked on the changes to the Personnel Policy that was voted on (see above). The hours for the bookkeeper are being reviewed. All meetings are posted on the website by Michelle.

Buildings and Grounds will meet in August.

Technology completed an inventory. The three computers that were ordered have come in.

**VI. Finance Officer's Report** - **A motion was made by Trustee Gossett and seconded by Trustee Barber to approve the June transactions. Motion passed 8/0.**

**VII. New Business** - An updated Trustee Committee List was distributed and discussed. Trustee Huber-Hwang will make the final changes and post them.

### **VIII. Announcements**

At the August meeting, the process of updating the Long Range Plan will begin. Also at the August meeting, there will be a pre-meeting training of BOT members by Melissa Jordan on reading financial documents.

**IX. Executive Session** – none

**X. Adjourn** – The meeting was adjourned at 8:15.