

Lansing Community Library Board of Trustees Minutes June 16, 2021

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

Also Attending: Susie Gutenberger, Michelle Calupca, Nikki Wells

I. Call to Order and Welcome - 7:05

Additions to the Agenda – none

The Minutes of the May meeting were approved.

II. Library Director's Report – Please see attached. Susie left after giving her report due to illness. Michelle joined the meeting soon after.

III. Old Business

A reminder was given to the newly elected trustees to take their Oath of Office and sign the Conflict of Interest forms.

The Public Health and Other Emergency Policy (previously the Public Disaster Policy) – **A motion was made by Trustee Trowbridge and seconded by Trustee Shaffmaster to approve the changes in the policy. Motion passed 9/0.**

A motion was made by Trustee Barber and seconded by Trustee Gossett to approve the Meeting Room Policy. Motion passed 9/0.

A motion was made by Trustee Huber- Hwang and seconded by Trustee Barber to approve the Artist Contract Policy. Motion passed 9/0.

The Reopening Plan was shared with the Board but the plan does not need to be approved by the BOT. (Michelle Calupca joined in this part of the discussion.) Due to the number of children who use the library, masks will be required inside the building.

IV. Friends Report

Planning is continuing for another on-line auction at the end of September. There may be a “pop-up” book sale in late summer or early fall. Plans are being made for the Artisan Fair during the first weekend of December.

V. Committee Reports

The Personnel Committee will be meeting in the next month to review payroll and NY mandated sick leave. Building and Grounds reported that the filter boxes have been installed in the lower level of the library thanks to Trustee Barber.

VI. Finance Officer's Report

A motion was made by Trustee Barber and seconded by Trustee Huber-Hwang to approve the May transactions. Motion passed 9/0.

VII. New Business

Trustees are asked to review the Committees and give their preferences to Trustee Huber-Hwang. A new list will be distributed at our next meeting.

VIII. Announcements

Our next meeting will outdoors and in-person on 7/28 at 7pm.

The next Trustee Continuing Education session will take place before the 8/28 meeting. The topic will be reading financial documents Q&A with Melissa Jordan, the treasurer of the LCL.

IX. Executive Session – none

X. Adjourn - The meeting was adjourned at **7:59.**