

Lansing Community Library Board of Trustees Minutes August 25, 2021

Attending: Trustees Eisenhut, Gossett, Patrician, Rigdon, Trowbridge

Attending Via Zoom: Trustees Huber-Hwang, Schweitzer

Also Attending: Susie Gutenberger, Megan Williams

I. Call to Order and Welcome – The meeting was called to order at 7:15 and chaired by Trustee Gossett.

A. Additions to the Agenda - none

B. The July meeting minutes were approved with one correction.

C. Thank you to Melissa Jordan for her presentation and Q&A to the BOT on the LCL financial documents.

II. Finance Officer's Report

A motion was made by Trustee Trowbridge and seconded by Trustee Eisenhut to approve the July transactions. Motion passed 6/0.

III. Old Business

A. Policy Review

1. A motion was made by Trustee Patrician and seconded by Trustee Rigdon to reapply the Public Health and Other Emergencies Policy for 30 days. Motion passed 7/0.

2. A motion was made by Trustee Patrician and seconded by Trustee Gossett to approve the Health and Essential Rights (HERO) Act policy ("Airborne Infectious Disease Exposure Prevention" plan). Motion passed 7/0.

B. Review and Approval of updated LCL Committees

The updated list of Trustee Committee Memberships was distributed and reviewed with no corrections.

IV. Friends of LCL Report

Megan Williams reported that the plans for the on-line auction are going very well. There will be no book sale this fall. The artisan fair is planned for 12/3, location to be determined. The Friends have several openings on their board. If anyone has recommendations for new members, please pass them along.

V. Library Director's Report – Please see the report. In addition, Susie had a productive and informative meeting with Senator Helming earlier in the day.

VI. Committee Reports

A. Building and Grounds – There was a significant leak in the roof but no books were damaged. The estimates to fix it are \$6,000-\$8,000. Insurance is not expected to cover it. A bee infestation was also discovered. Plans are underway to take care of them. A special thank you to Trustee Patrician for his help with both issues.

B. Policy – Trustee Trowbridge is reviewing the schedule of policies to be reviewed. The committee will meet on 9/8.

C. Personnel

The committee reviewed Susie’s yearly goals at the half way point. A timeline and capital budget for building improvements are still needed as well as more specific job descriptions for the Civil Service positions held at the library.

VII. New Business

Trustees were asked to review the Long Range Plan as it pertains to each individual’s committee assignments and have these committees meet in September with the understanding that the LRP is a “living document” and must be continually reviewed and revised as needed.

VIII. Announcements

A. All Conflict of Interest forms have been returned – thank you!

B. The next BOT meeting is 9/15/21.

C. Reminder that all committee meetings as well as BOT meetings are open meetings and must be listed on our website.

IX. Executive Session - none

X. Adjourn – The meeting was adjourned at 8:31.