

Lansing Community Library Board of Trustees Minutes November 17, 2021

Attending: Trustees Barber, Eisenhut, Gossett, Huber-Hwang, Rigdon (late) Schweitzer, Shaffmaster, Trowbridge

Also Attending: Susie Guttenberger, Nikki Wells

I. Call to Order and Welcome – The meeting was called to order at 6:32.

A. Trustee Huber-Hwang thanked all who attended the virtual Friends meeting on 11/16.

B. Trustee Schweitzer would like to be added to the Finance Committee.

C. The minutes of the October BOT meeting were approved with one correction.

II. Old Business

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

III. Friends of LCL – Nikki thanked everyone who attended the Friends annual meeting. They had their most successful year of fundraising in many years. The Artisan Fair is set for 12/3-4. Megan Williams is set to take over the position of Chair effective 1/1/22. Nikki will be Vice-chair.

IV. Library Director's Report – Please see report. In addition, Susie reported that Cargill made a grant of \$5,000 for the repairs to the roof. Also, many libraries are phasing out the use of paper library cards and are going to an on-line option. Susie is looking into this option for LCL.

V. Committee Reports

Personnel – The committee is crafting civil service job descriptions specific to LCL. Staff evaluations are being completed by Susie. Trustees Rigdon and Gossett will be meeting with Susie in January for the annual review. The bookkeeper is currently working more hours than originally budgeted for. The committee will be looking into this. Meeting notes are posted on the shared drive.

Building and Grounds – Susie reported on the repairs to the roof and the elimination of the skylight.

Finance – Trustee Shaffmaster gave the report on the update on the investment opportunities. The committee met with Bob Bittner of Tompkins Trust to discuss investment options. \$30,000 (amount voted on in October) will go into the Franklin Templeton Fund.

The Policy Committee will meet in February.

VI. New Business

A. The annual evaluations are due by today.

B. A motion was made by Trustee Huber-Hwang and seconded by Trustee Rigdon to make Juneteenth a 10th paid holiday for 2022. Motion passed 8/0. The Policy Committee will amend the list of paid holidays in the personnel policy. We do not need to amend the budget.

C. LCL Meeting Dates – We will meet on the 4th Wednesday of the month at 7pm except for November and December.

D. Ideas were discussed as to how to grow the Friends membership. The idea of setting up a Friends of the Library table at the Artisan Fair was considered.

VII. Finance Officer's Report

A. A motion was made by Trustee Barber and seconded by Trustee Schweitzer to approve the October transactions. Motion passed 8/0.

VIII. Announcements – There will be a trustee training regarding Personnel on Tuesday, December 14th at 5pm.

IX. Period for Public Expression - none

X. Executive Session - none

XI. Adjourn – The meeting adjourned at 7:36.