

## Lansing Community Library Board of Trustees Minutes October 27, 2021

**Attending via Zoom:** Trustees Barber, Eisenhut, Gossett, Huber-Hwang, Patrician, Schweitzer, Trowbridge

**Also attending:** Susie Guttenberger, Nikki Wells

### **I. Call to Order and Welcome**

A. Thank you to Sarah Glogowski for her informative presentation regarding the FLLS and best practices for our library.

B. No additions were made to the agenda.

C. The September minutes were approved with three minor corrections.

### **II. Old Business**

A. Policy Review

**1. 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.**

**2. A motion was made by Trustee Eisenhut and seconded by Trustee Huber-Hwang to approve the Finance Policy. Motion passed 7/0.**

B. Friends of the LCL MOU – The Memorandum of Understanding has now been sent to the Friends. They will sign it and return it to the LCL and it will be signed by Trustee Huber-Hwang. It will be dated 10/22/2021.

### **III. Friends of the LCL Report**

The on-line auction exceeded expectations and raised \$4,338.00. The Artisan Fair will take place at All Saints Hall on 12/3-12/4. The Friends Annual Meeting will take place virtually on 11/16 at 7pm. All trustees are invited and encouraged to attend.

### **IV. Library Director's Report**

Please see report. **A motion was made by Trustee Huber-Hwang and seconded by Trustee Gossett to eliminate the lost/damaged book fees beginning in 2022. Motion passed 7/0.**

### **V. Committee Reports**

Personnel – The committee is continuing it's work on job descriptions for the civil service positions within the library.

Building and Grounds – Bids are being taken for the work to the skylight.

Policy – After many meetings in the summer and fall, the committee doesn't plan to meet until February.

### **VI. Finance Officer's Report**

**A. A motion was made by Trustee Barber and seconded by Trustee Eisenhut to approve the September transactions. Motion passed 6/0.** (Trustee Patrician left the call for 5 minutes.)

B. Investment Options – The Finance Committee discussed investing \$30,000.00 (less than half of our capital savings) in NYS municipal bonds through Tompkins Trust for 2-3 years as advised by Tompkins Financial. **A motion was made by Trustee Gossett and seconded by Trustee Barber to approve of the investment of \$30,000 in NYS municipal bonds. Motion passed 7/0.**

#### **VII. New Business**

**A. A motion was made by Trustee Huber-Hwang and seconded by Trustee Barber to maintain our participation in the Greater Tompkins County Municipal Health Insurance Consortium agreement. Motion passed 7/0.**

**B. A motion was made by Trustee Huber-Hwang and seconded by Trustee Gossett to approve the Long Range Plan. Motion passed 7/0.**

#### **VIII. Announcements**

A. The emergency contact numbers in the Emergency Management Policy have been updated.

B. There will be a two hour minimum requirement for continuing education for board members beginning in 2023. These trainings must be approved by the FLLS. There will be trainings on 11/16 and 12/14.

C. The annual evaluations for the library director and trustee self-evaluations are due to Trustee Gossett by 11/17.

#### **IX. Period of Public Expression**

Will periodicals be brought back into the collection? Susie's answer was not at this time. The sidewalk and crosswalk have been completed across from the library.

**X. Executive Session** – none

#### **XI. Adjourn**

The meeting adjourned at 8:19.