

Lansing Community Library Board of Trustees Minutes September 22, 2021

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

Also Attending: Susie Gutenberger, Nikki Wells

I. Call to Order and Welcome – The meeting was called to order at 7:04.

A. Additions to the Agenda - none

B. The August meeting minutes were approved with no corrections.

II. Old Business

A. Policy Review

1. A motion was made by Trustee Barber and seconded by Trustee Trowbridge to reapply the Public Health and Other Emergencies Policy for 30 days. Motion passed 8/0.

2. A motion was made by Trustee Huber-Hwang and seconded by Trustee Barber to accept the changes made to the LCL By-Laws under Section IV as reviewed and recommended by the Policy Committee. Motion passed 8/0.

3. A motion was made by Trustee Barber and seconded by Trustee Patrician to approve the Whistleblower Policy. Motion passed 8/0.

B. Town of Lansing Funding – Susie met with Andra Benson (the LCL liaison to the Town Board). We received \$3,000 for 2021. They are on a July-June calendar. We will use this money in the next calendar year. The LCL is requesting an increase to \$5,000 for 2023.

III. Friends of LCL Report

The on-line auction goes live on 9/27 and will be open until 10/2. The Artisan Fair will take place at All Saints parish hall on 12/3-4. Friends is in need of new members. BOT is asked to help with outreach.

IV. Library Director's Report – please see report.

VI. Committee Reports

Personnel – The committee met and is working on job descriptions for the Civil Service appointed jobs at the library.

Policy – The committee met and updated the By-Laws and will be focusing on finance policies next.

Building and Grounds – The committee is focusing on having the skylight fixed.

Community Outreach – The Friends would like to develop newer ways to promote the library through social media.

VI. Finance Officer's Report

We are 75% through the year. Most grant spending has been completed. We will be seeing a \$19,000 cost in retirement spending in late November. **A motion was made by Trustee Huber-Hwang and seconded by Trustee Schweitzer to approve the August transactions. Motion passed 8/0.**

VII. New Business

A. Quarterly Patrons Survey – The goal is to reach out to older adults and well as families with younger children to determine what kind of programming we should offer.

B. Lost/Damaged Book Fees – We will discuss this at next month's meeting.

C. Trustees/Friends Memorandum of Understanding – **A motion was made by Trustee Barber and seconded by Trustee Patrician to adopt the MOU as presented by the Policy Committee. Motion passed 8/0.** This will now be submitted to the Friends for their approval.

VIII. Announcements

A. Trustee Continuing Education – Sarah Glogowski will attend our meeting in October at 6pm to answer any questions regarding Conducting Meaningful Director and Board Reviews and the differences between board meeting and committee meetings. This is optional for BOT members. There will also be trainings regarding the Trustee Handbook. Please watch for reminders.

The Friends annual meeting is November 16th.

We will be adding a "Period for Public Expression" to our monthly agenda.

Trustee Schweitzer is being added to the Finance Committee replacing Trustee Patrician. She will leave the Personnel committee. Trustee Huber-Hwang will update the committee lists.

B. Annual Evaluations Beginning in October – We will discuss this at our October meeting.

IX. Executive Session – none

X. Adjourn

The meeting was adjourned at 8:33 pm.