

Lansing Community Library Board of Trustees Minutes January 26, 2022

Attending via Zoom: Trustees Barber, Eisenhut, Gossett, Huber-Hwang, Patrician, Rigdon, Schweitzer, Shaffmaster, Trowbridge **Also Attending:** Susie Guttenberger, Nikki Wells

I. Call to Order and Welcome – 7:02 pm

1. Additions to the Agenda – none
2. The minutes of the December meeting were approved with two corrections.

II. Old Business

1.A motion was made by Trustee Rigdon 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 approve the changes to the personnel policy that allow full-time, non-salaried personnel to accrue paid time off. Motion passed 9/0.

III. Friends of LCL Report – They will be meeting (on Zoom) the first Monday of the month going forward. The indoor book sale is going very well. They currently have \$15,426.09 in their account. The annual donation has been made to the LCL in the amount of \$3,000 for 2022. They will host a chicken BBQ on 5/13/22. The annual meeting is scheduled for 11/15/22.

IV. Library Director's Report – please see report

V. Committee Reports

Endowment – Trustee Eisenhut gave the report. Due to an error in communication, the library did not take it's allotment of the endowment fund for 2021. Since the fund earns more interest than money in our savings account, it was not a negative for the library. However, Trustee Eisenhut will communicate with the Community Foundation in March to ensure that this doesn't happen again. The library may choose to leave the funds there again this year if we anticipate a surplus. We will discuss this at our September meeting.

Personnel – The library had to close due to COVID cases among the library staff for a brief period. The committee discussed the change in staffing position from library clerk to library assistant which is a different civil service position. **A motion was made by Trustee Huber-Hwang and seconded by Trustee Schweitzer approving retroactively the hiring of a part time library assistant at \$16 per hour to replace the library clerk position. Motion passed 9/0.** The committee also met with Susie to discuss her goals for the year and her annual review was completed.

VI. Finance Officer's Report

1. 2021 End of the Year final numbers – we have roughly \$15,000 in surplus.
2. **A motion was made by Trustee Barber and seconded by Trustee Eisenhut to approve the December 2021 transactions. Motion passed 9/0.**
3. 2022 Payroll Budget Update, Friends Contribution

A motion was made by Trustee Gossett and seconded by Trustee Barber to approve \$168,000 for staff salaries/payroll. Motion passed 9/0.

A motion was made by Trustee Barber and seconded by Trustee Patrician to approve \$62,610.28 for the library director's salary for 2022. This includes \$1,000 to offset the director's increased healthcare contribution. (We are no longer paying 100% of the library director's health care costs. We are paying 85%. This is a one-time salary adjustment). **Motion passed 9/0.**

4.2023 budget planning is underway. A draft will be presented at the February meeting.

VII. New Business

1. Library Director's Goals – The biggest goal is to position the library to move forward with an addition, partnering with local businesses, and the town and county administrations.

2. 2023 Friends Contribution – **A motion was made by Trustee Huber-Hwang and seconded by Trustee Barber to request \$3,000 from the Friends of the Library for 2023. Motion passed 9/0.**

3. Trustee Candidates and Annual Meeting – Trustees Gossett and Trowbridge have agreed to run for another 3 year term. Trustee Barber will run for his first three year term, having completed the remaining one year term of Trustee Forties. Signatures are due in March. The Annual Meeting will take place on 4/25. The vote will take place on 4/26.

4. The Vote Team will be Trustees Barber, Eisenhut, Ridgon, Shaffmaster. Trustee Huber-Hwang will be the coordinator. Susie will contact the Board of Elections regarding the date of our election.

5. Schedule of Friends Meetings: 2/7, 3/7, 4/4, 5/2, 6/6, 9/12, 10/3, 11/15 (annual meeting), 12/5. Trustee Schweitzer will attend the February meeting.

VIII. Announcements

1. Susie will be spending a great deal of her time in the coming weeks on the NYS annual report.

2. There are many useful webinars available for training from the library system. The next training will be 2/22 is on facilities. Pre-registration is required.

We are still in need of a Finance Committee chair.

IX. Period of Public Expression

Trustee Huber-Hwang asked a question regarding how patrons are surveyed. The LCL newsletter, sent out at the beginning of each month, is currently where patrons can give feedback. The goal is to have it done quarterly and it's used to improve our services. The February newsletter will ask about collection development. In the Spring, there will be questions about summer reading. Susie will report back to the BOT in her Director's report.

The county provided 450 COVID test kits that are now available for distribution at the library to Lansing households. Susie will put a flyer in the blue food cupboard regarding the kits.

X. Executive Session – none

XI. Adjourn – The meeting was adjourned at 8:43pm.