

Lansing Community Library Board of Trustees Minutes March 23, 2022

Attending via Zoom: Trustees Barber, Eisenhut, Gossett, Huber-Hwang, Rigdon, Schweitzer, Shaffmaster, Trowbridge **Absent:** Trustee Patrician **Also Attending:** Susie Guttenberger, Megan Williams

I. Call to Order and Welcome – 7:05pm

1. Additions to the Agenda – none
2. The minutes of the February meeting were approved.

II. Old Business

A.Policies – A motion was made by Trustee Barber and seconded by Trustee Shaffmaster to approve the following policies: Personnel, Collection Development, Freedom to Read, Confidentiality, and LCL Public Health/Other Emergency. Motion passed 8/0.

III. Finance Officer's Report *

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

Trustee Rigdon also reported that the LCL will be reimbursing employees from our capital savings (roughly \$1,700) because of an error withholding employee wages for the NYS Paid Family Medical Leave without a paid family leave policy. Our past taxes will need to be amended. The payroll company will facilitate this.

A motion was made by Trustee Huber-Hwang and seconded by Trustee Trowbridge to add the Paid Family Medical Leave benefit to the Personnel Policy. Motion passed 8/0.

The tentative slate of officers will be Trustee Huber-Hwang: President, Trustee Gossett: Vice President, Trustee Eisenhut: Secretary, Trustees Schaffmaster and Schweitzer: co- Finance Officers. The slate doesn't have to be finalized until May.*

B. Annual Meeting Plan – All petitions and bios have been submitted by Trustees Barber, Gossett and Trowbridge. Under the Media requirements, the legal notice has been submitted by Trustee Gossett and verified. The three dates are 3/30, 4/11 and 4/22. Megan will also give additional information about the Friends for the article to the local papers that Trustee Gossett is preparing. There will be a poll worker from 12-7 at the library building on Tuesday, 4/26. Absentee ballots are available on 4/1. The Annual Meeting will take place on Monday, 4/25 at All Saints. The PTSO and other school groups will be asked to promote the vote through social media. A notice will go out in Backpack Mail and the LCL sign will be used. Trustee Huber-Hwang will attend a Lansing BOE meeting to ask if they will promote the meeting and vote. Trustee Eisenhut will reach out to All Saints and Susie will ask Holly Hardy if LUMC can also promote the meeting and vote. We will have refreshments but no guest speaker. Heidi Eckerson from the FLLS will be invited to join us.

The logo contest is underway. The winner will be announced at the Annual Meeting.

III. Friends of the LCL

Megan gave the report. They have approved our request of \$3,000. The chicken BBQ will take place on May 13th. Nikki will send out a sign up genius for volunteers. There is an on-line auction planned for the fall. They are looking to use some promotional materials to spread their message. Art and adult programming are planned for May. They are hoping to have help with the gardening from the Boy and Girl Scouts.

IV. Library Director's Report – Please see the report.

V. Committee Reports

The Personnel Committee will meet in May.

Trustee Eisenhut gave the Endowment Committee report. The market value of the Endowment is \$168,779.62. We have been contacted by the Community Foundation that we are now able to grant ourselves from the fund for 2022. Our spendable balance for 2022 is \$6,867. We will only take a portion of this, if any.

VII. New Business

Advocacy Day – Susie and Trustee Gossett attended the Virtual Library Advocacy Day on March 2nd. Our Senator Helming and Representative Kelles were both in attendance and are aware of our expansion plans.

VIII. Announcements

A. The Open Meetings law relaxation is extended until April 15, 2022. Our annual meeting will be in person.

B. There is a Trustee Webinar on Policies and Risk Management on March 29th.

IX. Period of Public Expression – Sweet Pea Nursery School will be closing. Susie will send a note of appreciation.

X. Executive Session - none

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

*Change in agenda order.