

Lansing Community Library Board of Trustees Minutes August 24, 2022

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

I. Call to Order and Welcome – 7:01pm

1. Additions to the Agenda – Trustee Rigdon would like to add the Greater Tompkins County Municipal Health Insurance Consortium to New Business.
2. The minutes of the June meeting were approved.

II. Old Business

July Social Gathering – Thank you to all for great turn out at the social gathering in July at Salt Point and to Susie for coordinating it.

III. Friends of LCL - Megan gave the report. The on-line auction will be October 6-12th. Donations will be accepted until September 29th. The Artisan Fair will be 12/2-3. They are planning to use All Saints again this year but are also looking for a back up location in case it's needed.

IV. Library Director's Report – Please see report. In addition to the report there was discussion around how best to manage the issue of whether to mask or not to mask at the library. It was decided that there will be certain “masked hours” to be determined by staff with input from patrons. The new hours will be implemented after the start of school.

V. Committee Reports

A. Policy – The committee will be meeting to update the Long Range Plan and the Friends Memorandum of Understanding. We will be discussing both at the September meeting.

B. Building and Grounds -The committee has not yet met with in.site:architecture. Susie and Trustee Patrician met with Sarah Hayes from Hayes Strategy. She is a consultant who may help us with the RFP for the expansion. She has worked with many other capital improvement projects for non-profits in the area. Her fee is \$160 per hour. They will also be meeting with Nicole Martin, a grant writer with Cornell. She is interested in helping with larger grants. The BOT will discuss this further at a future meeting.

C. Personnel – The committee is working on updating job descriptions and Susie's goals.

D. Other – Technology – The library has two new computers for public use and a new computer for the circulation desk.

VI. Finance Officer's Report – Trustee Shaffmaster gave the report. The committee met on 8/22 to plan for the 2023 budget with salary increases to ensure that everyone working at the library is paid the Living Wage (only affects 2 employees). The committee is going to meet with Sarah from FLLS to discuss how to set up specific accounts for donations for the expansion. June and July transactions were reviewed. Our current balance on our Franklin Tempelton bond is \$26,224. **A motion was made by Trustee Shaffmaster and seconded by Trustee Rigdon to approve the June and July transactions. Motion passed 9/0.**

VII. New Business

A. Trustee Committee Preferences – Trustees are asked to review the list and update as needed. It will be discussed at the September meeting.

B. Long Range Plan Goals – There will be a zoom call on 9/14 to discuss the LRP ahead of the September BOT meeting. All trustees are invited to attend.

C. Healthcare Consortium – Trustee Gossett has agreed to take the place of Trustee Rigdon on the Greater Tompkins County Municipal Health Insurance Consortium. The transition will take place in October.

VIII. Announcements

A. Virtual meetings have been approved until September 12th.

B. The Finger Lakes Library System's Annual Meeting will be 10/14 at 10 am on Zoom. All BOT members are encouraged to attend.

IX. Period of Public Expression - none

X. Executive Session - none

XI. Adjourn – The meeting was adjourned at 8:29pm.