

Lansing Community Library Board of Trustees Minutes September 28, 2022

Attending : Trustees Barber, Eisenhut, Gossett, Huber-Hwang, Patrician, Shaffmaster, Trowbridge

Also Attending: Susie Gutenberger, Megan Williams

Absent: Trustees Rigdon and Schweitzer

I. Call to Order and Welcome – 7:04pm

1. Additions to the Agenda – Trustee Huber Hwang would like to add a discussion of new trustee candidates to New Business.
2. The minutes of the August meeting were approved with one addition.

II. Old Business

Documents to Review

1. Committee Descriptions and Trustee Preferences – The chair of each committee will review the description pertaining to it in order to ensure that it is accurate. These will be approved at the October BOT meeting.
2. Long Range Plan – The new 2023-28 document is currently being completed in committees. It will be presented for approval at the October meeting. The previous document will be archived and kept in the Google drive.

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 fundraising goal is \$4,800. The Artisan Fair will be 12/2-3. It will take place at the court house and community center if needed. If board members know of any vendors, please let them know about the event. The in-person programming for September was cancelled and will be rescheduled. The book sale brought in \$375. Board members are asked to bring the remaining boxes of unsold books to Ithaca ReUse for donation. The Friends also hope to host Costumes and Cocktails in October, 2023.

IV. Library Director's Report – Please see the report. In addition, Susie is working on a sizable grant from the county to help defer the costs of the expansion.

V. Committee Reports

A. Endowment – Trustee Eisenhut reported that the endowment has a current account balance of \$148,514.82 with a spendable balance of \$6,867.00. After discussion of the current financial status of the LCL, it was decided that we would not take the grant for 2022. Trustee Eisenhut will communicate this to the Community Foundation. Susie asked Trustee Eisenhut to set a meeting with Amy LeViere to discuss possible funding options for the expansion.

B. Building and Grounds/Expansion – By January 1, there will be a plan of action for the expansion project. Susie and Trustee Patrician met to discuss preparation of materials and strategy. Susie is

planning to meet with the Town Planner and Supervisor to learn more of the plans for the highway department improvements.

C. Personnel – Two new employees have been hired. At some time in the future they will take the appropriate Civil Service exam.

D. Policy – The Committee will meet in October.

E. Technology – The library is still waiting on two new Crome boxes.

VI. Finance Officer's Report – Trustee Shaffmaster gave the report. The committee is working on a finance calendar and the LRP. **A motion was made by Trustee Huber-Hwang and seconded by Trustee Barber to approve the August transactions. Motion passed 7/0.**

VII. New Business

A. Friends/Trustees Memorandum of Understanding - **A motion was made by Trustee Barber and seconded by Trustee Trowbridge to approve the MOU with the Friends of the Lansing Community Library. Motion passed 7/0.**

B. Quarterly Patron Survey – A quarterly survey of patrons will be distributed through the November newsletter. Hard copies will also be available at the front desk.

C. Trustee Candidates – Trustees are asked to come to the next board meeting with suggestions for new trustee candidates. There will be two, possibly three, positions available.

VIII – Executive Session – At 8:23 a motion was made by Trustee Gossett and seconded by Trustee Barber to enter Executive Session to discuss trustee nominations. Motion passed 7/0. A motion was made by Trustee Huber Hwang and seconded by Trustee Shaffmaster to exit Executive Session at 8:27. Motion passed 7/0.

IX. Announcements

A. Relaxation of Open Meeting Law – The BOT must now hold meetings in person. If Trustees need to be present via Zoom, their addresses must be listed in the agenda of the meeting.

B. There will be a webinar on Robert's Rules of Order on 10/27 at 5pm. Registration is required. Trustee Eisenhut is planning to attend.

C. The FLLS will host its annual meeting virtually on 10/14 at 10 am. Trustees are encouraged to attend.

X. Period of Public Expression - none

XI. Adjourn – The meeting was adjourned at 8:36pm.