

## Lansing Community Library Board of Trustees Minutes December 14 2022

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

**Also Attending:** Susie Gutenberger, Natalie French, Margaret Shackell

**Absent:** Trustees Patrician and Schweitzer

### **I. Call to Order and Welcome – 7:03**

1. Additions to the Agenda – None. Trustee Huber-Hwang welcomed our two guests.
2. The minutes of the December meeting were approved.

### **II. Unfinished Business**

A. Update on Potential Trustee Candidates – Natalie French and Margaret Shackell introduced themselves. We are waiting to see whether or not a third candidate position will also need to be filled.

B. NYS Retirement “Deficiencies” Pay Off – **A motion was made by Trustee Huber-Hwang and seconded by Trustee Trowbridge to make a payment of \$4,200.00 to the New York State Retirement Fund. The motion passed 7/0.** The funds will come out of the fund balance from 2022.

C. Holiday Business Hours – The library will be closed on 12/24 and 26, and 1/2.

**III. Friends of LCL** - Megan Williams gave the report. The Artisan Fair was a success with a profit of \$1,200.00 but had fewer vendors this year. The Friends have added two new board members are making plans for new fundraisers in 2023 as well as plans to bring back Costumes and Cocktails.

**IV. Library Director’s Report** – Please see the report.

### **V. Committee Reports**

A. Personnel – The committee will meet in late December and will have items to discuss at the January meeting.

B. Buildings and Grounds - Susie gave a brief update on the expansion project. There has not been a meeting yet with consultant Sarah Hayes. She thanked Trustee Patrician for helping with small but important maintenance around the building. Personal care, no charge, vending machines have been installed.

B. Policy – The committee will meet in February.

D. Technology – Susie and Michelle will review what may be needed and report their findings to the Finance Committee.

### **VI. Finance Officer’s Report**

A. Trustee Shaffmaster gave the report. **A motion was made by Trustee Huber-Hwang and seconded by Trustee Barber to approve the November transactions. Motion passed 7/0.**

B. Greater Tompkins County Municipal Health Insurance Consortium 2023 LCL Contribution – The Personnel Committee will need to review our pay structure. They will make a recommendation at the January BOT meeting.

C. Year End Employer Tax Contribution – The 2022 figures were discussed as a guide for the next budget cycle.

#### **VII. New Business**

A. Summary of Annual Self Evaluations – Trustee Gossett reported that all of the evaluations have been returned. She and Trustee Huber-Hwang will meet to discuss Susie’s evaluation. We will need to devise a plan for tracking newly mandated (by NYS) BOT training hours.

B. Vote Teams – Trustees are asked to consider what roles they will take on in this year’s BOT elections. Please review and be prepared to discuss at the January meeting.

C. Trustee Petitions – Natalie and Margaret were given Trustee Candidate petitions which need 25 signatures and are to be returned to the library by March 1<sup>st</sup>.

#### **VIII. Announcements**

A. Thank you to the Friends for organizing the Artisan Fair and to the Friends and Trustees who worked/shopped at the event.

B. BOT members are asked to please consider Board Officer positions for 2023.

C. Please check 2023 meeting dates and mark your calendars.

D. Please update yourselves on weather related closings.

E. The most recent FLLS newsletter has been distributed via email.

F. Trustee Huber-Hwang wished everyone a healthy and happy holiday season!

**IX. Executive Session** - none

**X. Period of Public Expression** - none

**XI. Adjourn** – The meeting was adjourned at 8:12 pm.