

Lansing Community Library Board of Trustees Minutes January 25, 2023

via Zoom

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

Also Attending: Susie Gutenberger, David Dier

Absent: Trustee Schweitzer

I. Call to Order and Welcome – 7:03

1. Additions to the Agenda – None. Trustee Huber Hwang introduced David Dier, possible Trustee candidate.
2. The minutes of the December meeting were approved.

II. Unfinished Business – none

III. Friends of LCL - Susie gave the report. There will be a raffle of a twin quilt on 2/27. The annual chicken BBQ is scheduled for Friday, 6/16. The library received their contribution for 2023 in the amount of \$3,000.

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

V. Committee Reports

A. Personnel – The committee met twice. Topics included how to allocate \$10,000.00 in unrestricted grant moneys from the Triad Foundation. \$6,000.00 will go toward salaries, the remaining to programing. Susie has confidence that these funds will be available to the LCL in the future. Trustees Gossett and Huber-Hwang met with Susie to review her goals and performance appraisals. The 85/15% split will remain for her health insurance under the GTCMHIC. They also discussed the 2024 budget and increasing library staffing hours.

B. Buildings and Grounds – Trustee Patrician gave the report. The members of the Expansion Committee met with Andy Sciarabba of the Lansing Market to discuss the possibility of the LCL moving to that location. Trustee Patrician and Susie met with architect George Breuhaus and the construction company D2 to discuss the costs involved. Susie will meet with the Town Supervisor to assess interest in partnership and in the current library building. The committee will present more information to the BOT at the February meeting.

C. Other - none

VI. Finance Officer's Report

A. 2022 End of Year Final Numbers – Trustee Shaffmaster reported that the LCL has a surplus of \$10,649.93. Susie and the staff were commended for their wise stewardship of library funds.

B. Trustee Shaffmaster gave the report. **A motion was made by Trustee Rigdon and seconded by Trustee Huber- Hwang to approve the December transactions. Motion passed 8/0.**

C. 2023 Payroll Budget Update – Please see Personnel committee report above.

D. 2024 Budget Planning Process – There have been two meetings to plan and revise the 2024 budget to be reviewed by the BOT in February. **A motion was made by Trustee Rigdon and seconded by Trustee Barber to approve the updated 2023 budget which includes the \$10,000.00 funds from the Triad Foundation. Motion passed 8/0.**

VII. New Business

A. Library Director 2023 Goals – Trustees Gossett and Huber Hwang met with Susie to discuss her performance appraisal and goal setting for 2023.

B. 2024 Friends of LCL Contribution – The LCL will request \$3,000.00 from the Friends for 2024.

C. Trustee Candidates - Trustee Huber-Hwang reported that Natalie French will not be seeking election to the BOT, Margaret Shackell remains interested. David Dyer is present during this meeting as an invited guest and possible candidate.

D. Annual Meeting and Vote Teams

Day of Vote – Trustees Rigdon and Trowbridge

Legal Notices – Trustee Gossett and Shaffmaster

Outreach – Trustee Huber-Hwang

Summer Reading Contest – Trustee Eisenhut

E. Schedule Trustees to Attend 2023 Friends Meetings and Next Meeting Date

2/9 - Trustee Shaffmaster, 3/2 - Trustee Eisenhut, 4/6 - Trustee Barber, 5/4 -Trustee Trowbridge, 6/1 -Trustee Gossett

Our next BOT meeting will be February 13, 2023 at 7pm.

VIII. Announcements

A. NYS Annual Report Due in March – This will be Susie’s priority in the coming weeks.

B. Trustee Huber-Hwang reminded trustees to update the Google shared drive by archiving 2022 files/notes.

IX. Period of Public Expression - none

X. Executive Session - none

XI. Adjourn – The meeting was adjourned at 8:26pm.