

Lansing Community Library Board of Trustees Minutes November 16, 2022

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

Also Attending: Susie Gutenberger

Absent: Trustee Schweitzer

I. Call to Order and Welcome – 7:05pm

1. Additions to the Agenda – Trustee Huber-Hwang added a discussion on the amount of funds LCL will be requesting of the Friends.
2. The minutes of the October meeting were approved.

II. Old Business

Documents to Review

1. Committee Descriptions – A minor change was made to the description of the Finance Committee.
2. Finance Policy – **A motion was made by Trustee Trowbridge and seconded by Trustee Barber to approve the new wording of the Finance Policy. Motion passed 8/0.**
3. Emergency and Disaster Management Plan – Contacts must be updated annually. (There is no need for a vote on these changes.)
4. Personnel Policy – **A motion was made by Trustee Trowbridge and seconded by Trustee Gossett to approve the Personnel Policy with the addition of the Harassment Hotline telephone number as is required by NYS. Motion passed 8/0.**

III. Friends of LCL - No report given. Plans are underway for the Artisan Fair and their annual meeting on 12/7.

IV. Library Director's Report – Please see the report. In addition, Susie received word that we have been approved by the Triad Foundation for \$10,000. At the request of Susie, in response to requests from patrons and with grant funds to pay for it, **a motion was made by Trustee Barber and seconded by Trustee Gossett to approve the purchase of a 3-D printer. Motion passed 8/0.**

V. Committee Reports

- A. Personnel – The committee met in November and continues to work on job descriptions and salaries.
- B. Policy – Please see above.
- C. Building and Grounds – Cabinets, doors lightbulbs and mouse traps were addressed. Plans are underway to meet with Sarah Hayes to start the Request for Proposal phase of the expansion.
- D. Technology – A new laptop was purchased for Susie. Her previous computer is now being used by the Children's Librarian. The two Chrome Boxes have arrived.

VI. Finance Officer's Report – Trustee Shaffmaster gave the report. As things stand as of this meeting, the library will end the year with a surplus. **A motion was made by Trustee Barber and seconded by Trustee Rigdon to approve the October transactions. Motion passed 8/0.**

There was also discussion surrounding an issue that recently arose regarding the NYS retirement system and how they bill fees to the library for participation in the program. Susie will be following up with the FLLS and Senator Helming.

At the December BOT meeting there will be discussions regarding staff salaries and the 2024 budget.

Addition to the Agenda – The library will request \$3,000.00 from the Friends for 2023. Trustee Huber-Hwang will be in contact with them.

Trustee Eisenhut will contact the Community Foundation regarding the possibility of the creation of a fund specifically for the LCL expansion project.

VII. New Business

A. Trustee Candidates – There will be two openings in 2023 for candidates to serve on the BOT. Trustees Huber-Hwang and Rigdon have served 2, 3 year terms. Natalie French, Margaret Shackell Dowell and David Dyer are considering the opportunity to serve.

B. Paid Holiday Schedule – January 2nd will be a paid holiday. The library hours for 12/31 will be addressed at the December meeting.

C. Trustee Meeting Schedule – In 2023, BOT meetings will be held on the 4th Wednesday of the month at 7pm with the exception of November and December.

VIII. Announcements

A. Thank you to all who attended the Trustee webinar, Robert's Rules of Order on 10/27.

B. Trustees are reminded to complete and return the annual Library Director and Board review to Trustee Gossett by 12/1.

C. Please support the Friends Artisan Fair on 12/2-3.

IX. Executive Session - none

X. Period of Public Expression - none

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