

## Lansing Community Library Board of Trustees Minutes March 22, 2023

### Approved at May 24, 2023 Meeting

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

**Also Attending:** Susie Gutenberger, Megan Williams, David Dier

#### **I. Call to Order and Welcome – 7:05**

1. Additions to the Agenda – None.
2. The minutes of the February meeting were approved.

#### **II. Unfinished Business**

##### A.Policies to Review

**A motion was made by Trustee Rigdon and seconded by Trustee Huber-Hwang to approve the Public Health or Other Emergency Policy as presented by the Policy Committee. Motion passed 8/0.**

##### B.New York State Annual Report

The report has been submitted and accepted.

##### C.Update on Annual Meeting Plan/Budget Vote

The Annual Meeting will be held at the library at 7pm on April 24th. There will be no guest speaker. Legal notice of the vote was written and submitted by Trustee Gossett. The vote will take place on Tuesday, April 25<sup>th</sup> at the library from 10am – 7pm.

#### **III. Friends of LCL Report**

There will be a chicken BBQ on June 16<sup>th</sup>. There will be a pie contest in August. Planning for Costumes and Cocktails in October is underway. Attendance for Friends programming has been very strong.

#### **IV. Library Director's Report**

Please see the report. Susie will invite the Lansing PTSO to the Annual Meeting.

#### **V. Committee Reports**

A.Endowment – The current balance in the Endowment Fund is \$146,973.25. Our spendable balance is \$5,879.

B.Building and Grounds – Ongoing maintenance is being done by the committee. The building will need a new water heater in the future.

C.Personnel– The library has a new employee working at the circulation desk. The job descriptions are almost finished.

D.Outreach – The committee is working with The Friends to plan Costumes and Cocktails.

## **VI. Finance Officer's Report**

**A motion was made by Trustee Gossett and seconded by Trustee Trowbridge to approve the February transactions. Motion passed 8/0.** For future BOT meeting, the Finance Committee will bring the Finance Report to the BOT for a vote, not discussion. Discussion/oversight takes place in the committee meetings.

## **VII. New Business**

A. There will be an expansion update meeting on 3/28 to discuss the Lansing Market building.

B. A slate of officers for June 1 must be completed by the April meeting. Trustee Eisenhut and Trustee Rigdon will follow up with current BOT members to solicit interest and commitment. New BOT members will take the Oath of Office at the May meeting.

## **VIII. Announcements**

A. The proposed budget must be posted to our website no later than 4/11.

B. The American Library Association's National Library Week will be April 23-29<sup>th</sup>. The theme is "There's More to the Story".

C. Please read the March edition of the Trustee Newsletter.

1. There will be a webinar "Developing Cultural Humility" on 4/12 at 10am. Registration is required.

2. There will be a training "Board-Director Relationship" on 4/18 at 5pm. Registration is required.

**IX. Period of Public Expression** – Susie will be running for the Ithaca Town Board.

**X. Executive Session** - none

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