

Lansing Community Library Board Meeting Minutes 5/24/2023 - Approved June 29, 2023

Present: Library Director Susie Gutenberger

Trustees Patrician, Barber, Trowbridge, Gossett, Rigdon, Huber-Hwang, Axtell, Dier

Friends of Lansing Community Library Chairperson Megan Williams

Absent: Trustees Shaffmaster, Eisenhut, Shackell

Meeting called to order: 7:23 pm by Trustee Huber-Hwang

Trustee Huber-Hwang thanked everyone for a successful annual community meeting and reviewed the highlights of the meeting.

No additions to prior meeting minutes.

Motion to accept made by Trustee Rigdon, Seconded by Trustee Trowbridge - Passed by Unanimous vote.

Outgoing Trustee President Huber-Hwang swore in new trustees Annie Axtel and David Dier

Committee Reports:

Policy - 3 updated policies for review. LCL by law, Weather related Closing, Key Control.

Motion to accept made by Trustee Gossett, Seconded by Trustee Rigdon - Passed by Unanimous vote.

Personnel - All library positions are filled and position descriptions have been updated. :

Technology - Purchase order has been generated for replacement computers. Hybrid meeting equipment should be up and running by the end of summer. We have a new copier.

Buildings and Grounds: Exit signs installed. Met with Andy Sciarabba about the building that housed the former Lansing Market. It is rented till October so we have till the end of summer.

Mr. Sciarabba is willing to enter into a 1 year agreement to take the building off the market. The cost to the library would be \$10,000. Mr. Sciarabba would pay all building expenses, if we decided to enter into a purchase agreement for the building the \$10,000 would be credited, otherwise there would be no refund of these funds.

Finance: Expenses for the last 2 months. Taxes submitted reviewed the last two months of transactions.

Motion to accept made by Trustee Huber-Hwang, Seconded by Trustee Gossett - Passed by Unanimous vote.

Friends of Lansing Community Library Report:

- Birds and Blankets program went well
- Dave Hall Beavers program a deep Dive, 7pm Tomorrow
- Chicken BBQ 6/16. Please sign up to bring or volunteer. Flyers to Cargill, BW
- New event in Aug. Cookie Bake off/Bake Sale at Lib or Myers
- Garage Sale (vendor)
- Costumes and Cocktails (10/20 Fri. @ Lake Watch)

Library Directors Report:

See report, Trustee Patrician asked about needles and Director Gutenberger said that we are still seeing them in the garden and trash.

New Business:

Completed Conflict of Interest forms due by next meeting COI forms.

Slate of Officers for the 2023 - 2024 Trustee Year:

President: Trustee Gossett

Vice President: Trustee Trowbridge

Secretary: Trustee Eisenhut

Finance Officer: Trustee Dier

Motion to accept made by Trustee Barber, Seconded by Trustee Rigdon - Passed by Unanimous vote.

Committee Prefs: Remove outgoing Trustees Huber-Hwang and Rigdon from existing committee assignments. Suggestions for committees made by Trustee Huber-Hwang. Committee assignments will be finalized in the June meeting.

Staff and Trustee recognition event is being planned for July. Library Director Gutenberger will update with details when available.

Summer meetings: review dates and let Trustee Gossett know your availability

Announcements: see agenda. All trustees have a 2 hour training requirement per calendar year, there is a spreadsheet in the shared drive (Administrative Folder) for information to be entered by trustees when they complete a training.

Public expression: Congrats to Trustee Shaffmaster on his new daughter. Trustees Huber-Hwang and Rigdon were thanked for their years of service to the library.

Motion to adjourn made by Trustee Huber-Hwang and seconded by Trustee Rigdon at 8:59 pm .Unanimous Approval.