

## **LANSING COMMUNITY LIBRARY TRUSTEE MEETING AGENDA**

Nov. 15, 2023 at 7:00 PM (In person at the Library)

- I. Call to Order and Welcome (5 min)
  - A. Additions to agenda
  - B. Oct. meeting minutes approved by e-mail on November 7th
- II. Unfinished Business (10 min)
  - Documents to Review
    1. Friends Memorandum of Understanding
- III. Friends of LCL report (10 min- Megan)
- IV. Library Director's report (10 min- Susie)
- V. Committee Reports (as needed, each 5 min.- Committee chair)
  - Personnel (Elizabeth), Policy (Maureen), B & G (Steve), Community Outreach (Steve), Endowment (Christine), Technology (Susie), Grants (Susie)
- VI. Finance Officer's report (15 min- David)
  - A. Approval of October transactions
  - B. Examine current year P&L for final budget needs
- VII. New Business (15 min)
  - A. Trustee candidates
  - B. New Trustee Handbook distribution
  - C. Discussion of Trustee meeting schedule for 2023
- VIII. Announcements: (5 min- Elizabeth)
  - A. Trustee Continuing Education and Sexual Harassment Prevention training due for all trustees by December 31st. Websites with webinars are:  
<https://www.nysl.nysed.gov/libdev/Trustees/webinars.htm>  
<https://midhudson.org/trusteebookclub/>  
Please remember to record your attendance in the form in the shared drive. It is in the Trustee development folder.
  - B. Please complete LD and Board annual review forms by Dec. 1st
  - C. Health Insurance Consortium update
  - D. Artisan Fair December 1st and 2nd
- IX. Period of Public Expression
- X. Executive Session, if needed
- XI. Adjourn

LCL BOT Mtg dates	LCL Friends Mtg dates
Wed. Dec. 13 at 7:00pm	December 7 at 7:00 pm