

LANSING COMMUNITY LIBRARY TRUSTEE MEETING AGENDA
Sept. 25, 2024 at 7:00 PM

Trustees Attending: Axtell, Barber, Dier, Gossett, Johnson, Mehringer, Patrician, Shackell, Trowbridge via Zoom

Trustees Absent: none

Also Attending: Director Gutenberger, Megan Williams

- I. **Call to Order and Welcome** - 7:03 pm
 - A. Additions to agenda-Firebox replacement to be discussed under the director's report
 - B. Motion to Approve July meeting minutes (no meeting in August) made by trustee Barber, seconded by trustee Johnson; Approved: 6-0-4
- II. **Old Business** - none
- III. **Friends of LCL report**
 - A. The Cookie Contest was successful. Approximately \$900 was raised. The last minute location change made it challenging. Friends' swag was for sale at the event for the first time - bookmarks, frisbees, mugs and adult and children aprons.
 - B. A book shelf will host Friends swag for sale in the library.
 - C. The next event is the Artisan Fair on Dec. 6 and 7. This year all three town buildings will be used.
- IV. **Library Director's report**
 - A. Please see report plus the following updates
 - B. The state grant to support payment for a new boiler was approved.
 - C. The fire alarm box, 17+ years old was an outdated model when installed. Susie has been working with the Lansing fire department to order and install a new, correct one at a cost of approximately \$600.
- V. **Committee Reports**
 - A. **Policy** - The Airborne Infectious Disease Exposure Prevention Plan - AIDEPP and the Whistleblower policy were updated by the committee. The board approved the updates by a vote of 8-0-1.
 - B. **B&G** - did not meet but Susie shared that because the replacement of the boiler was communicated to the Town Board a person from Heat Smart will meet with Susie to discuss options. Susie also shared that most of the new cameras have been installed. The remaining cameras will be installed shortly.
 - C. **Personnel** - The committee discussed the new trustee orientation which is a work in progress. The new hire, Laura, is going well. Staffing needs for the next two budget cycles was discussed with the understanding that it is still very early in the process.

- D. **Expansion** - did not meet but Matt Montagne has agreed to chair the committee. Ruth Groff will be the town representative on the committee.

VI. Finance Officer's report

- A. July and August transactions were approved by a vote of 8-0-1.
- B. Amy LaVere met with the finance committee. The initial investment was \$100,000 and currently the value is ~\$179,000. We can use up to \$6000 this year but the finance committee recommends leaving the money in the endowment.
- C. Trustee Dier shared that part of a CD was rolled over into a new one with the remaining balance to be used for operations.
- D. The committee discussed the Long Range plan.
- E. An investment policy will be developed in 2025.
- F. The taxes (990) for 2023 have been finalized.

VII. New Business

- A. Friends / Trustees Memorandum of Understanding will be updated and approved prior to the next meeting.
- B. Trustee Gossett would like Sarah from the FLLS to come discuss fundraising and the roles and relationship between the trustees and members of the Friends.
- C. Quarterly Patron Survey - A survey was done in August. Meg still needs to collate and summarize responses. Susie will report back at the next meeting.
- D. Trustee Gossett wants all committees to update and review the Long Range Plan prior to 2025 as it is a rolling document.

VIII. Announcements

- A. Trustee education (2 hours) and sexual abuse prevention training requirements. All trustees must accomplish this by the end of 2024.
- B. FLLS Annual meeting Friday, October 18, 2023, 9:30 am - 1 pm Downtown Conference Center, Ithaca. Attending the annual meeting would fulfill one hour of the trustee education.

IX. Period of Public Expression - none

X. Executive Session - none

XI. The meeting was adjourned at 8:10 pm.