

LANSING COMMUNITY LIBRARY TRUSTEE MEETING MEETINGS JULY 24,, 2024

**Trustees Attending:** Axtell, Dier, Gossett, Johnson, Patrician

**Trustees Absent:** Shackell, Barber, Trowbridge, Mehringer

**Also Attending:** Director Gutenberger, Megan Williams

- I. **Call to Order and Welcome 7:05 pm**
  - A. Additions to agenda  
Architect bill - to be discussed under Finance Committee update
  - B. A motion to approve the June meeting minutes was made by Ann Johnson, seconded by Annie Axtell. The minutes of the June meeting were approved without correction by an unanimous vote.
  
- II. **Old Business**
  - A. All Conflict of Interest forms have been completed, there are no apparent conflicts of interest for new trustees.
  
- III. **Friends of LCL report -**
  - A. Megan Williams shared that the Cookie Contest will take place at Myers Park on August 31, 2024. This will be the second year for this event, and the Friends hope to expand on last year's successes. They have judges in place.  
There will be sign up created for trustees and others to contribute items to be used as prizes as well as for any other help needed.  
Susie will bring equipment to create library cards for new users as well as a selection of baking books to be checked out.
  
- IV. **Library Director's report -** Please see the report.
  
- V. **Committee Reports**

**B&G:** Did not meet.  
**Expansion:** Did not meet, but the committee plans to meet under the leadership of Matt Montague in the next few weeks.  
**Policy:** Did not meet  
**Personnel:** Did not meet
  
- VI. **Finance Officer's report**
  - A. We are still looking at a positive surplus this budget year.
  - B. We have received the invoice for the retirement payment of around \$21,000 - this is right at budget.
  - C. The endowment was discussed, no changes were made - David hopes to have some contact with Amy Laviere of the Community Foundation at some point in the near future.
  - D. David will have some preliminary conversations with the Cayuga Lake National Bank about potential improvements in the amount of interest we make on our checking and regular savings accounts. The group had generally positive remarks about moving to a more local bank.
  - E. The Finance Committee will be looking at language in the Finance Policy that limits the amount of money the Library Director can spend without prior board approval and send suggestions to the Policy Committee for consideration when it reviews this policy in October. The amount is currently \$1500.
  - F. Gossett made a motion to approve the May transactions and seconded by Trustee Axtell ; approved 6 - 0.

- G. Director Guttenberger reports that we have a \$3200 bill from architect George Breuhaus . This bill is from work done to reimagine the Lansing Market as a shared space between the library and the Town of Lansing. Susie will continue to work on getting at least part of this cost reimbursed by the town. A motion was made by Trustee Gossett and seconded by Trustee Johnson to approve the funds for this bill with approval on a 6 - 0 vote.

VII. **New Business**

- A. In terms of library expansion, we will be focusing on improving our current location. While the Board feels that we learned a great deal in our consideration of the Lansing Market space, we are ready to move on from that proposal.
- B. We will go through a RFP process in terms of selecting an architect, and would like to see if there are any components of the feasibility study that was conducted in 2019 that would still be useful. Any funds spent in this calendar year can be counted towards our state matching grant.

VIII. **Announcements**

- A. Due to the Trustee/Volunteer Gathering on August 6th from 5 - 7 pm at Crossroads, there will **not** be a board meeting on Aug. 28, 2024.
- B. Training requirements for all trustees - 2 hours per calendar year. The Trustee Handbook Webinar Series offers good webinars that are archived.  
Website <https://niogatrustees.org/bookclub.html>
  - Sexual harassment training is in addition to the 2 hours per calendar year.
  - When sex training is completed, Susie can make your certificate.

IX. **Period of Public Expression** - none

X. **Executive Session**-none

XI. **The meeting was adjourned at 7:50 pm.**