

LANSING COMMUNITY LIBRARY TRUSTEE MEETING MINUTES

Oct. 23, 2024 at 7:00 PM In Person at Library

Trustees Attending: Axtell, Barber, Dier, Gossett, Johnson, Mehringer, Trowbridge

Trustees Absent: Patrician, Shackell, Director Gutenberger

Also Attending: Karyn Yahn, Megan Williams

- I. Call to Order and Welcome - 7:05 pm**
 - A. Additions to agenda-none
 - B. Approval of Sept. meeting minutes - Motion made by Trustee Gossett, seconded by Trustee Barber, passed 7-0

- II. Old Business**
 - A. All committees and Director Gutenberg need to review and update Long Range Planning document

- III. Friends of LCL report**
 - A. Nov. 7, 2024 is the Annual Meeting. The Friends are always looking for new members.
 - B. Artisan Fair Dec 6/7, 2024

- IV. Library Director's report - Karyn Yahn shared Susie's report.**

- V. Committee Reports**
 - A. B&G
 1. Down stairs camera is fixed
 2. Susie is looking into the cost and installation of a panic button at the front desk.
 3. Insurance broker has been changed to Haylor, Freyer & Coon. Policy will need to be re-written.
 4. The Knox box needs replacement.
 5. There is a laundry list of projects that will be worked on to improve/maintain facilities.
 - B. Policy
 1. The committee met but the chair was absent so policy updates will be reported at the Nov. meeting.

- VI. Finance Officer's report**
 - A. Motion to Approve Sept. transactions made by Trustee Gossett, seconded by Trustee Axtell, approved 7-0.
 - B. Trustee Dier mentioned that while we have made a fairly significant amount of \$ from CD interest this year, we will not be able to count on this for next year as rates are falling sharply.

VII. New Business

- A. Trustee candidates for 2025 - while it seems a ways off, we have 2 trustees (Maureen and Elizabeth) who will finish 2 full terms in May 2025, and 1 trustee (Bruce) who will complete his first term in May of 2025. We will need at least 2, and possibly 3 new trustees.

VIII. Announcements:

- A. FLLS annual meeting was held 10/18, all trustees should have gotten via e-mail the slides and other materials from the guest speaker, whose specialty was employment issues. Because of frequent regulation changes, we might want to update our personnel policy more frequently than every 3 years.
- B. Please check your Trustee email for the FLLS Nov. newsletter
- C. 2 hour continuing education requirement for all trustees - the end of the year is coming fast, and there are only 2 trustees who have completed required training.
- D. LD and Board Annual review time! I will be sending out forms in the coming weeks. Please have completed by December 1st.
- E. Early Nov. Board meeting due to Thanksgiving Nov. 20

IX. Period of Public Expression - none

X. Executive Session - none

XI. The meeting was adjourned at 7:47 pm Motion made by Trustee Barber, seconded by Trustee Johnson, approved 7-0.

Board Meetings (Wednesdays at 7:00 PM unless noted)			Friends Meetings (Thursdays at 7:00pm)		
Jan. 31	May 22	Sept. 25	Jan. 4 - Bruce	May 2 - Margaret	Sept. 5 Maureen
Feb. 28	June 26	Oct. 23	Feb. 1 Christine	June 6	Oct. 3 Bruce
Mar. 27	July 24	Nov. 20	Mar. 7 Steve	July 11 - David	Nov. 7 Elizabeth
MON. Apr. 22	Aug. 28	Dec. 18	Apr. 11 Elizabeth	Aug. 1 Annie	Dec. 5 Susan
			2025 Jan 9 Annie J	Feb 6 Margaret	