

LANSING COMMUNITY LIBRARY TRUSTEE MEETING MINUTES

November 20, 2024 at 7:00 PM In Person at Library

Trustees Attending: Axtell, Barber, Dier, Johnson, Patrician, Shackell, Trowbridge

Trustees Absent: Gossett, Mehringer

Also Attending: Director Gutenberger, Megan Williams

I. Call to Order and Welcome - 7:02

- A. Additions to agenda - none
- B. Approval of October meeting minutes. Motion made by Trustee Barber to approve the October minutes, seconded by Trustee Johnson, passes 5-0-2

II. Old Business

- A. Director Susie will contact Sarah Glogowski to talk to the board about proper procedures for library, trustees and friends in terms of fundraising. Susie will try to schedule her for the February board meeting.
- B. The 2024 Friends MOU still needs to be reviewed and signed. This should occur by the end of January 2025.

III. Friends of LCL report

- A. The Friends Annual meeting went well.
- B. Artisan Fair will be held Dec. 6 and 7, 2024 in three locations, the Town Hall, the Community Building and the Library. Hot cocoa will be sold for the first time. A sign up genius is coming out soon.
- C. A discussion about a quilt donation took place. This will be a fundraiser in the New Year.
- D. There is a date change for the December Friends meeting. It is Dec. 12th NOT Dec. 5th.

IV. Library Director's report - see report

V. Committee Reports

A. B&G

- 1. Funds are available for the boiler. A heat pump was explored but the cost is prohibitive at this time. It will be possible to incorporate a heat pump in an expansion plan.
- 2. The fire panel is misfiring along with many other problems. It needs to be replaced. A motion was made to replace the fire panel and system at a cost of \$11,950 by Trustee Axtell and seconded by Trustee Barber. Motion passed 7-0-0. Susie will explore grant opportunities.

B. Policy

- 1. The contacts in the Emergency and Disaster Management Policy were updated.
- 2. The Bylaws were updated. A motion to approve the changes was made by Trustee Trowbridge, seconded by Trustee Axtell, passed 7-0-0.

VI. Finance Officer's report

- A. Motion to Approve October transactions made by Trustee Dier and seconded by Trustee Shackell, passed 7-0-0.
- B. Discussion on various items
 - 1. The four CDs were discussed as to how best to reinvest them given the low interest rates.
 - 2. Endowment is strong with a balance of approximately \$182,000.
 - 3. An addition to the long range plan is to update the Finance Policy.
 - 4. RFP will go out to explore the option of using a new person to complete the annual review and 990 forms.
 - 5. After discussion, it was decided that funds from Tompkins Trust Company will be moved to CFCU in order that all library funds will be FDIC insured. This will be done as soon as possible.

VII. New Business

- A. The board will need to find three new Trustee candidates for 2025. Everyone is encouraged to seek out possible candidates.
- B. The 4th Wednesday of the month is still a good date for board meetings with adjustments for holidays as needed.
- C. 2026 Budget planning will begin in December - January. Personnel committee needs to be working with Susie to develop preliminary staffing plan, Buildings and Grounds to be looking at any major maintenance issues that need to be addressed.

VIII. Announcements

- 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 and return to Elizabeth
- C. Health Insurance Consortium update - Elizabeth has contacted the system to make sure that we are up to date with documentation, they report we are current. Because of changes with the NYS Insurance Commission last year, the timetable for signing agreements was modified several times.

IX. Period of Public Expression - none

X. Executive Session - none

XI. A motion to adjourn the meeting was made by Trustee Axtell, seconded by Trustee Barber, passed 7-0-0.