

LANSING COMMUNITY LIBRARY TRUSTEE MEETING AGENDA

Nov. 20, 2024 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
- II. Unfinished Business (10 min)
 - A. Plan for Sarah Glogowski to talk at BOT meeting in early 2025 about proper procedures for library, trustees and friends in terms of fundraising
 - B. Friends Memorandum of Understanding from 2024 is attached to materials for review, Elizabeth and Megan Williams from the Friends will meet by the end of January 2025 to update the document.
- 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 (Maureen), Policy (Margaret), B & G (Annie)
- VI. Finance Officer's report (15 min- David)
 - A. Approval of October transactions
 - B. Examine current year P&L for final budget needs.
 - C. 2026 Budget planning will begin in December - January
- VII. New Business (15 min)
 - A. Trustee candidates - we will be looking for at least 2, at least one with financial experience
 - B. Discussion of Trustee meeting schedule for 2025 - is 4th Wednesday of the month still acceptable to everyone?
 - 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: (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 and return to Elizabeth

C. Health Insurance Consortium update - I have 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.

D. Artisan Fair

IX. Period of Public Expression

X. Executive Session, if needed

XI. Adjourn

24 Dates (Wednesdays at 7:00 PM unless noted)			(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. 12 Susan
			2025 Jan 9 Annie J	Feb 6 Margaret	