

LANSING COMMUNITY LIBRARY TRUSTEE MEETING MINUTES

January 22, 2025 at 7:00 PM via Zoom

Trustees Attending: Axtell, Barber, Dier, Gossett, Johnson, Mehringer, Patrician (arrived 7:20), Shackell, Trowbridge

Trustees Absent: none

Also Attending: Director Gutenberger, Morgan Dickens

I. Call to Order and Welcome - 7:04 pm

- A. Additions to agenda- Introduced ourselves to a potential trustee candidate
- B. Approval of December's meeting minutes; Motion to approve the minutes made by Trustee Gossett and seconded by Trustee Barber; passed 6-0-2

II. Old Business - none

III. Friends of LCL report - made by Trustee Johnson who attended

- A. A request of the Friends for a \$10,000 down payment for a new elevator system was approved.
- B. General Planning for the year includes Chicken Barbeque (April), Cookie Contest, Costumes and Cocktails, and Artisan Fair.
- C. The Friends annual contribution is increasing to \$5000 for the 2025 budget year.
- D. The 2024 MOU is signed and needs to get scanned into the drive.
- E. Meetings will be the 1st Thursday of the month in 2025.
- F. As always they are looking for more members.

IV. Library Director's report - see director's report

- A. In addition to the report, due to TCPL ending their volunteer program, many are seeking volunteer opportunities with LCL. The requests are greater than the need so Susie is redirecting them to other opportunities like the Friends group and the Toy Library.

V. Committee Reports

A. B&G

- 1. The new boiler and fire panel are installed.
- 2. Carpet cleaning and repair to the outside doors are being scheduled.
- 3. The lyft quote is in the meeting materials. The Friends are supporting the cost and Susie is/has written grants to support/cover the cost. Our fund balance can also be used if necessary. **A motion was made** by Trustee Trowbridge and seconded by Trustee Barber to allocate up to \$35,000 to cover the cost of the lyft and painting repair once lyft is installed. Passed 9-0-0.
- 4. The B&G is creating a comprehensive capital project timeline to be used going forward.
- 5. Discussion to hire a part-time handyman to handle a "to-do" list as needed vs. the amazing volunteer squad. It is believed that the repair projects are getting to be more than volunteers are able to do. After Susie did some research into potential candidates, it is believed Steve Patrician is the best person for the job.

VI. Finance Officer's report

- A. Motion to Approve December 2024 transactions made by Trustee Barber, seconded by Trustee Axtell. Approved 9-0-0.
- B. Trustee Dier shared that we continue to be in good financial shape even with the many capital improvement projects this past year.
- C. Susie presented three scenarios for a 2026 Budget, one of which will go before voters in April.
- D. An independent review and 990 will be completed in early 2025 for the 2024 fiscal year. A thank you to Trustee Dier for making a donation to cover up to half of the cost of the review.
- E. Members of the Finance Committee will be meeting with the business people at FLLS to make sure records are being kept responsibly.
- F. A motion was made by Trustee Trowbridge to cover the cost up to \$5000 for review of financial statements, seconded by Trustee Barber, passed 9-0-0.

VII. New Business

- A. LD goals will be presented next month.
- B. We believe we have three trustee candidates - Lauren Chanbliss, Morgan Dickens and Dan Dwyer. Some Trustees have feelers out for other potential candidates.
- C. Annual Meeting - April 21; Annual Vote - April 22. Trustee Gossett will be posting legal notices. Susie and the staff will be working on publicity.
- D. Scheduling trustees to attend Friends meetings will be completed next month.

VIII. Announcements

- A. NYS Annual report due in March
- B. Please archive 2024 folders/ update the Google shared drive
- C. 2025 Trustee Continuing Education sheets are now in the shared drive under Board Development

IX. Period of Public Expression - It is COLD!!

- X. **Executive Session** - Motion made by Trustee Barber to enter executive session to discuss the hiring of a handyman for LCL, seconded by Trustee Axtell, passed 8-0-0. A motion to leave the executive session made by Trustee Axtell, seconded by Trustee Barber, passed 8-0-0.

- XI. **A motion to adjourn the meeting at 8:47 pm was made by Trustee Axtell, seconded by Trustee Barber, passed 9-0-0.**