LANSING COMMUNITY LIBRARY TRUSTEE MEETING MINUTES
June 25, 2025 at 7:00 PM in Person at Library

Trustees Attending: Axtell, Barber, Chambliss, Dier, Dwyer, Johnson, Mehringer, Shackell

Trustees Absent: Patrician

Attending Remotely: none

Also Attending: Director Gutenberger, Megan Williams

I. Call to Order and Welcome 7:04 pm
   a. Additions to agenda – items I.c. and I.d.
   b. Approval of June meeting minutes – The minutes were not shared before the meeting, so this action will be moved to the next meeting.
   c. Trustee Gossett made a motion to approve the minutes of the March and April meetings, seconded by Trustee Barber, passed 6-0-1.
   d. Trustee Montague was sworn in.

II. Old Business
   a. Trustees were reminded to complete and file the Oath of Office and Conflict of Interest forms.
   b. Update to Town Hall was shared.

III. Vote on 2025 – 2026 Slate of Officers:
   Annie Axtell – President
   Annie Johnson – Vice President
   Susan Mehringer – Secretary
   David Dier – Finance Officer
   Trustee Shackell moved to approve the slate of officers, seconded by Trustee Chambliss, passed 6-0-1.

IV. Megan Williams gave an update report on the Friends of LCL.

V. Director Gutenberger gave the Library Director's report and shared handouts.

VI. Committee Reports – There were no reports from Policy, Personnel, or Buildings & Grounds. However, two Policy committee items were discussed:
   a. A question was raised on whether two policies missed their update scheduled for 2024. They were not missed; the file will be updated.
   b. A request was made to update the bylaws to clarify the attendance policy. This will be addressed at the next scheduled policy group meeting in September.

VII. Trustee Dier presented the Finance Officer's report.
   a. A motion was made, seconded, and approved unanimously to approve the May transactions.

b. The 990 Tax Return review was reported to be nearly complete.
c. A request was made to invite a CNY Accounting tax pro representative to give a presentation at a future meeting. Reading the B&C before this presentation is recommended.

VIII. New Business
a. Trustee Committee assignments were discussed and updated. This is documented in "Committees for Board of Trustees Proposed 2025".
b. The committee chairs should begin to work with their groups on the long-range plan review (also available in the shared drive.) Changes to be discussed in September.
c. Trustees signed up to attend one of the LCL Friends meetings.
d. There will be no LCL Trustee meeting in July 2025.

IX. Announcements
a. Reminder – all trustees are required to attend 2 hours if training and sexual harassment prevention training annually. Training options can be found in the board development folder. Training should be entered into the log.

X. Period of Public Expression – none

XI. Executive Session – none

XII. The meeting was adjourned at 8:00 pm.