

**DRAFT**

**LANSING COMMUNITY LIBRARY TRUSTEE MEETING MINUTES**  
**December 3, 2025, at 7:00 PM in Person at Library**

Trustees Attending: Axtell, Chambliss, Dier, Johnson, Mehringer, Miller, Montague, Shackell

Trustees Absent: Patrician

Attending Remotely: none

Also Attending: Director Gutenberger

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

A. Additions to agenda:

- 1.V.B. (finance policy updates)
- 2.VI.B. (finance transaction approvals)

B. Approval of October meeting minutes:

A motion to approve the October meeting minutes, with the 2 spelling corrections discussed, was made by Trustee Mehringer, seconded by Trustee Chambliss, passed with two abstentions and the remainder in favor.

**II. Old Business - none**

**III. Friends of LCL report**

A. Director Gutenberger shared a reminder to attend and volunteer to help at the Artisan Fair on Dec 5.

**IV. Library Director's report**

A. Director Gutenberger reported on grant applications, many general updates, programming, and circulation statistics.

**V. Committee Reports**

A. Buildings & Grounds: Director Gutenberger (reporting for Trustee Axtell)  
1. Trustee Patrician was thanked for all the building maintenance work this month, including a board room door security window, outdoor lighting, and planning for chimney tuck-pointing and a roof assessment.  
2. The Buildings & Grounds Committee met. They are putting together a planning tool to track short, medium, and long-term projects.

B. Policy: Trustee Shackell

1. The Finance policy suggestions from the Policy Committee were this month reviewed by the Finance Committee. The Finance policy suggested striking an unnecessary and ineffective control from the policy. The Trustees further suggested striking a redundant control. The policy updates were then unanimously approved.

**VI. Finance Officer's report**

A. The Finance Committee met this month. The committee is working on an investment policy. Trustee Dier presented the updated reports and summarized investment changes.  
B. The October and November transactions were approved, passed all in favor.

VII. New Business

- A. The November/December meeting schedule was discussed with regard to conflicts with holidays. It was agreed that one combined meeting for Nov/Dec on Dec 3. would suffice.

VIII. Announcements

- A. Trustee Axtell reminded the trustees to complete and log the required training. Several Trustees commented on their positive experiences, which led to suggestions on how to effectively submit LCC news to the local outlets.
- B. All committees are reminded to review the Long-Range Plan.

IX. Period of Public Expression – none.

X. Executive Session – The Trustees went into executive session at 8:01. At 8:49, Trustee Shackell moved to leave executive session, Trustee Miller seconded, all approved.

XI. Trustee Axtell moved to adjourn the meeting at 8:49, Trustee Johnson seconded, all approved.