

LANSING COMMUNITY LIBRARY TRUSTEE MEETING MINUTES  
January 28, 2025, at 7:00 PM in Person at Library

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

Trustees Absent: Dier

Attending Remotely: none

Also Attending: Director Gutenbergger, Megan Williams

- I. Call to Order and Welcome - 7:02
  - A. Additions to agenda: Item VII C. was added.
  - B. Approval of December meeting minutes:  
A motion to approve the December meeting minutes was made by Trustee Shackell, seconded by Trustee Johnson, passed all in favor with no abstentions.
- II. Old Business - none
- III. Friends of LCL report
  - A. Megan Williams reported on the successful Artisan Fair held December 5, 2025 and gave an overview of upcoming plans.
- IV. Library Director's report
  - A. Director Gutenbergger reported on grants and funding, general updates, programming, and circulation statistics.
- V. Committee Reports
  - A. Buildings & Grounds: While this committee did not meet in the past month, members of the group reported the following activity:
    - The elevator has been inspected.
    - Outside lights have been installed.
    - Trustee Montague is implementing a management tool.
    - Plans for February: the committee plans to meet to discuss the roof and chimney, the expansion committee, and evaluating an RFP.
  - B. Policy: This committee did not meet in the past month.
  - C. Personnel: This committee did not meet in the past month.
- VI. Finance Officer's report
  - A. The Finance Committee did not meet.
  - B. In Trustee Dier's absence, Director Gutenbergger reported that work has begun on the 2027 budget. No major changes are expected. The draft budget will go the the finance committee, then the trustees. All involved plan to move the process forward expeditiously.
  - C. The finance committee will discuss where 2025 fund balance will be applied or moved with the board.

D. A motion to approve the December transactions was made by Trustee Chambliss, seconded by Trustee Montague, passed all in favor with no abstentions.

VII. New Business

- A. The Tompkins County Health Care Consortium needs one more entity and has approved filling the position with a non-board member. Elizabeth Gossett will fill this position. The board discussed logistics, e.g. communications and cadence.
- B. Trustee liaisons were scheduled to attend the 2026 Friend's meetings.
- C. The board discussed the annual procedure of checking if, and how many, board seats will need to be filled this Spring.

VIII. Announcements

- A. Trustee Axtell reminded the trustees to complete and log the required training.
- B. All committees are reminded to review the Long-Range Plan.
- C. The second funded showing of The Librarians is planned for Sunday March 8<sup>th</sup>.

IX. Period of Public Expression – none.

X. Executive Session – none

XI. Trustee Axtell moved to adjourn the meeting at 7:55, Trustee Mehringer seconded, passed all in favor with no abstentions.