LANSING COMMUNITY LIBRARY ANNUAL MEETING AGENDA
September 23, 2026, at 7:00 PM
Lansing Community Library, 27 Auburn Rd.

Trustees Attending: Axtell, Cattan, Chambliss, Dier, Mehringer, Miller, Montague, Patrician
Trustees Absent: Johnson
Attending Remotely: None
Also Attending: Director Gutenberger, Megan Williams

I. Call to Order and Welcome
The meeting was called to order at 7:02.
   A. Additions to agenda - none
   B. Approval of August meeting minutes:
      A motion to approve the August meeting minutes was made by Trustee Chambliss, seconded by Trustee Montague, passed all in favor.

II. Old Business - none

III. Friends of LCL report (Megan Williams)

The Friends held the cookie contest, with thanks to everyone who helped. The Artisan Fair on December 4-5 is the next event. More vendor applications would be welcome. Costumes and Cocktails is in the early planning stages for next October. The Friends annual meeting is on November 3; people who are interested in joining are welcome to attend.

IV. Library Director's report (Director Gutenberger)

The library has received the 2024 State Construction Aid grant, which helped to offset the cost of the elevator replacement. After a state contract with Dell is in place, planning will continue to replace several computers; one has been ordered so far. The summer reading program has been a great success; the full report will be shared next month. Projects partnering with other organizations were shared including TCAT, PTSO, and the YMCA. Many general updates were also provided; please see the library director's report.

V. Committee Reports
   A. Personnel (Trustee Chambliss)
      The Personnel Committee held its first meeting for this year. Past meeting records were reviewed, along with discussion of creating a one-year plan for this committee. Next, we will review and update the trustee survey, planned for early next year. There was also discussion on creating a one page summary for prospective new trustees.

B. Policy (Trustee Miller)
This committee met on Sept 8. The group reviewed and discussed policies and status which were organized by Trustee Miller. Finalized policies approved in prior meetings have been posted on the LCL website. The MOU was also discussed in this meeting. Upcoming policies to be approved are currently being reviewed by the group. The next meeting will be on October 14th.

C. Building and Grounds (Trustee Montague)
This committee did not meet this month.

VI. Finance Officer's report (Trustee Dier)

A. The Finance Committee met yesterday to review the August transactions. The community foundation determines how much of the endowment the LCL can take if desired; the committee has decided to take 50% of this and roll it into a CD, to be used for future expansion. This gives the committee a little more control and the ability to diversify, enabling flexibility. The 2028 budget will be started in October for presentation in January and the 2027 budget will be adjusted.
B. The motion to accept the August transactions was passed all in favor.

VII. New Business

Director Gutenberger has learned that a board member that has a legitimate reason to attend remotely is allowed to fully participate and is able to vote on committee business. This will be confirmed.

The combined meeting for November and December will be on December 2.

VIII. Announcements:

Trustee Axtell reminded trustees of annual training requirements, consisting of two hours per calendar year of general training, along with Sexual Harassment Prevention Training.

IX. Period of Public Expression - None

X. Executive Session

Trustee Axtell moved to enter executive session to discuss a staffing issue, Miller seconded, all in favor. The board entered executive session at 7:45. Trustee Axtell moved to exit executive session, with no action required, Trustee Chambliss approved, with all in favor, at 8:04.

I. Adjourn
Trustee Axtell moved to adjourn the meeting at 8:05, Trustee Mehringer seconded, passed all in favor.