LCL Board of Trustee Meeting Minutes – October 23, 2019

Attending: Trustees Cole, Cowen, Eisenhut, Forties, Gossett, Huber-Hwang, McDonald, Rigdon, Trowbridge

Also Attending: Julie Berens, Susie Gutenberger

I. Call to Order (7:00) – Trustee Cole

Additions to the agenda as presented: Sexual Harassment on-line Training must be completed by all BOT members and certificate of completion sent to Susie.

Minutes of the August 28, 2019 meeting were approved.

II. Old Business

Endowment Letter – 145 letters were sent out to non-Lansing residents. In the process, library mailing lists were cleaned up.

Friends MOU – The Friends agreed to the letter with one minor change and the agreement was signed. It will go into The Binder and shared drive.

Committee Goals and Long Range Planning Document – Trustee Cole thanked committee chairs for the updates. The document will be shared with The Friends. In order to stay engaged with the document, we will include reviewing the plan at each BOT meeting under “Old Business”.

III. New Business

Friends Meeting Calendar – They will be deciding on their calendar at the January meeting.

Their usual date/time is the second Wednesday of the month. Nikki Wells will continue on as president. Trustee Cole urged all of the BOT members to attend their annual meeting on 11/19.

Annual Review LD and Board – Trustee Cole asked that the BOT complete Susie’s annual review and submit it by 10/31 and the Board review by the November meeting.

IV. Friends of LCL – please see attached report.

V. Committee Reports

Building and Grounds – Flooring, painting and shelving projects will be completed after January 1st. The library will be closed for some of the renovations/repairs. Funds from the Costumes and Cocktails will be used to finance shelving. We are waiting on a grant to fund the Feasibility Study.

Endowment – the Endowment letter was sent out (please see above). Trustee McDonald will keep track of the financial response. Revisions are being made to the Planned Giving Form to be included in the Planned Giving packet which is kept on hand at the LCL. A motion was made by Trustee Trowbridge and seconded by Trustee Forties to take the recommendation of the Endowment Committee to withdraw $2,000.00 of the $4439.00 spendable balance of the LCL Endowment Fund and roll the rest back into the principal. Motion passed 9/0.

Fundraising – Costumes and Cocktails was again summarized as a very successful event. A financial report is forthcoming from The Friends.

Personnel – The committee worked on the Long Range Plan, board development opportunities and Susie’s contract which has not been updated since 2009.
Policy – committee did not meet.

Finance – Trustee Rigdon gave the report. Met with the accountant, reviewed the audit, no great concerns. Had some suggestions on how to better track grants and cashflow. We will need to set funds aside to pay for a correction in how Susie’s earnings were reported to the State Retirement System.

VI. Finance Officer’s Report and Approval of Monthly Expenditures – Motion made by Trustee Trowbridge and seconded by Trustee Eisenhut to approve the Finance Officer’s Report for September 2019. Motion passed 9/0.

VII. Library Director’s Report – Please see the report.

VIII. Motion made by Trustee McDonald and seconded by Trustee Rigdon to enter Executive Session. Motion made by Trustee Eisenhut and seconded by Trustee Gossett to exit Executive Session. Motion made by Trustee Cowen and seconded by Trustee Trowbridge to join the Greater Tompkins County Municipal Health Insurance Consortium and to sign the Membership Agreement. Motion passed 9/0.

IX. Next Meeting – November 20, 2019

X. Adjourn – Motion made by Trustee Rigdon and seconded by Trustee McDonald to adjourn at 8:38. Motion passed 9/0.

Important Dates – LCL BOT meetings – 11/20 and 12/11
LCL Friends – 11/15-16 Book Fair, 11/19 Annual Meeting, 12/6-7 Artisan Fair