

Lansing Public Library
Board of Trustees
Regular Board Meeting
September 18, 2008
Minutes

President Tom Nowak called the meeting to order at 6:52 P. M.

Present: Carrie Appold, Tim Glinski, Cecilia Gonzalez, Laura Hyzy,
Mary Kern, Tom Nowak

Absent: Judy Koch

Also Present: Debbie Albrecht, Director
Joan Ridder, Administrative Asst.

Visitors: Patty Higgins

Approval of Minutes: Laura Hyzy moved and Cecilia Gonzalez seconded to approve the minutes from the July 7, 2008 regular Board Meeting. All present voted aye. Motion carried.

Financial Report: Debbie distributed the latest financial sheet received from the Village of Lansing, which shows there is presently \$482,273.55 in the library account. Debbie reported that the expected due date for the real estate tax bills is November 3, and if that does not change, we should be okay financially.

Approval of Bills: Laura Hyzy moved and Carrie Appold seconded to approve the August 2008 bills in the amount of \$102,201.89, the additional August 2008 bills in the amount of \$21,826.97, the September 2008 bills in the amount of \$72,468.40, and the additional September 2008 bills in the \$4,191.10. All present voted aye on a roll call vote. Motion carried.

The Board Discussed the Monthly Director and Department Head Reports:

Debbie relayed information to the Board about artwork that was donated to the Board many years ago. This collection will be displayed on the art wall in the near future.

Debbie told the Board that she was planning to attend a Community Safety Meeting at the police station; however, the meeting was called off due to the heavy rains and flood conditions in our area. Tim Glinski confirmed that this meeting had been planned, and that he will inform Debbie as soon as hears it has been rescheduled.

Debbie informed the Board that starting November 1, there will be a charge for DVDs and videos ordered through ILL. Debbie explained that most other libraries in the area who charge now for their own videos/DVDs are doing this. Debbie hopes the additional revenue coming in will enable us to purchase these DVDs and videos for our own collection. The Circulation Dept. will start informing patrons that this new charge will be forthcoming.

Friends of the Library: Debbie mentioned that the Friends made over \$800 at their last book sale. Debbie said the new note cards the Friends are selling are a big hit.

Non-Resident Card Fee for Fiscal 08/09 (to be done at the May meeting in the future): Laura Hyzy moved and Carrie Appold seconded to approve setting the Non-Resident Card Fee at \$133.00 for the 08/09 fiscal year. All present voted aye on a roll call vote. Motion carried.

2nd Reading of Revised Computer/Internet Use Policy: Laura Hyzy moved and Tim Glinski seconded to approve the Revised Computer/Internet Use Policy. All present voted aye. Motion carried.

1st Reading of Revised Meetings Policy: Debbie presented this policy to the Board, explaining that this policy enables board members to attend meetings by telephone. This option would only be used in extreme circumstances. The Board suggested one minor change; putting point #15 directly under #14, with the Order of Business and the remaining paragraphs following.

Per Capita Grant: Debbie said that because of the foreboding warnings from the state in regard to filling out the FY2009 Per Capita Grant applications, Debbie is having MLS review ours before she sends it back to them.

Continued Discussion of Vacation Policy: The Board continued discussion on the Vacation Policy. Tom said that a committee has been formed to go over this policy in depth and then bring their ideas back to the rest of the Board. Committee members Carrie Appold, Laura Hyzy, and Tom Nowak will be meeting in the Conference Room on October 7 at 7 P.M. Tim Glinski commented that his only suggestion would be to mirror the vacation policy currently used by the Village of Lansing.

Debbie noted that she hates to see anything taken away from the staff. She believes the people working here are dedicated workers who have pitched in at many different jobs throughout the library since the cross-training idea was implemented.

Laura Hyzy commented that she has been pleased to see people on staff going “above the call of duty” when assisting patrons; and noted Richard, in particular, going out of his way to help someone when she was using a computer recently in the Reference Dept.

Carrie Appold commented that during the annual walk-through she was happy to see that there were no areas in the library that seemed to be overstaffed.

The Board will continue the Vacation Policy discussion at next month’s meeting.

Tom Nowak declared the meeting adjourned at 7:55 P.M.

Submitted by

Joan Ridder, Administrative Asst.