

**Lansing Public Library
Board of Trustees
Regular Board Meeting
October 16, 2008
Minutes**

President Tom Nowak called the Lansing Public Library's October 2008 Regular Board Meeting to order at 6:30 P.M.

Present: Carrie Appold, Laura Hyzy, Mary Kern, Judith Koch, Tom Nowak

Absent: Tim Glinski and Cecilia Gonzalez

Also Present: Debbie Albrecht, Library Director
Paula Else, Circulation Services Department Head

Visitors Present: none

Correspondence. Debbie reminded Board members of the Matteson Library Trustee night October 24th.

Approval of Minutes. Laura Hyzy moved and Mary Kern seconded to approve the September 18, 2008. All present voted aye. Motion carried.

Financial Report. Tom Nowak noted that the library shows a balance of \$381,052.66. That should be good to carry us until tax money begins to come in.

Approval of Bills. Laura Hyzy moved and Judith Koch seconded to approve the payment of the October 2008 bills in the amount of \$68,708.49 and \$1,856.42.. All present voted aye on a roll call vote. The motion carried.

Discussion of Director's Report and Department Head Reports. Debbie noted that there is a list of donations referred to in the Technical Services Department in the new issue of the library newsletter.

It was noted that Genealogy sites are really being used. Debbie informed the Board that Patty Higgins will have a class in December. Patty has also joined a Genealogy group in the area.

Debbie passed out information about Com Ed expenses since FY 06/07 through the present.

Debbie told the Board she will have the update of the Disaster Plan next month.

New Business:

Friends of the Library. Debbie informed the Board that the Friends have purchased a new projector for library use.

Second Reading and Vote on Revised Meeting Policy: The revised Meeting Policy was presented with the changes made in the previous meeting. Carrie Appold made the motion to accept the revised Meeting Policy. The motion was seconded by Mary Kern. All voted aye, the motion carried.

1st Reading of Revised Vacation Policy: There was discussion and the first reading of the revised Vacation, Personal and Holiday Policies. The changes in the policies were explained. Some notation changes were suggested. The second Reading and Vote on the Revised Policy will be at the next meeting.

1st Reading of Revised Sick Policy: There was discussion regarding the revised Sick Policy. The second Reading and Vote on the Revised Policy will be at the next meeting.

1st Reading of Revised Tuition Reimbursement Policy: There was discussion regarding the Revised Tuition Reimbursement Policy. The second reading and Vote on the Revised Tuition Reimbursement Policy will be at the next meeting.

Vote on Tax Levy for 2009: Laura Hyzy made the motion to increase the tax levy for 2009 by 4.5%. The motion was seconded by Carrie Appold. The motion passed by a roll call vote.

Annual Certificate for MLS; Tom Nowak and Mary Kern signed the Certificate for MLS.

Organizational Chart Presentation: Debbie distributed and answered questions about the organizational chart of the library staff.

Formation of Policy Review Committee: Tom Nowak, Laura Hyzy, and Carrie Appold with Director Debbie Albrecht will make up the Policy Review Committee. The committee will meet Tuesday, October 21 at 6:30 p.m.

The next regular Library Board meeting will be November 20th at 6:30 P.M.
The meeting adjourned at 7:30 P.M.

Submitted by

Paula Else
Circulation Services Department Head