

Lansing Public Library
Board of Trustees
Regular Board Meeting
November 20, 2008
Minutes

President Tom Nowak called the meeting to order at 6:30 P. M.

Present: Carrie Appold, Laura Hyzy, Mary Kern and Tom Nowak
(Cecilia Gonzalez and Judy Koch arrived after roll call was taken)

Absent: Tim Glinski

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

Visitor: Patty Higgins

Approval of Minutes: Laura Hyzy moved and Mary Kern seconded to approve the minutes from the October 16, 2008 Regular Board Meeting. All present voted aye. Motion carried.

Financial Report: Tom Nowak said that according to the expenditure report from the Village, the library's bank account has a balance of \$832,784.77 as of November 17.

Approval of Bills: Carrie Appold and Laura Hyzy seconded to approve the November 2008 bills in the amount of \$81,271.67, and the additional November bills in the amount of \$17,053.68. All present voted aye on a roll call vote. Motion carried.

Communications: Milton VanDrunen, a junior high teacher at Lansing Christian School sent a very nice letter recently expressing appreciation to Patty Higgins for the assistance given to his 8th grade history class when they visited the library recently to obtain reference materials for their research project.

The Board Discussed the Monthly Director and Department Head Reports:

Debbie relayed that recently there has been an increase in problem situations with adult patrons when staff members try to enforce our no children shall be left unattended policy. The Board agreed that if patrons refuse to abide by the library's rules, they should be asked to leave the premises. If they refuse to do so, library staff should not hesitate to call the police.

Debbie informed the Board that the software requested by the legally blind patron has already been installed. The patron was extremely pleased that we were able to accommodate him so quickly. Tom Nowak suggested Debbie contact Times correspondent Carrie Steinweg informing her of this new ADA purchase. He also recommended contacting the Lions or Kiwanis Clubs in Lansing about possible donations to enable the library to purchase more software of this kind.

Laura Hyzy asked Debbie to explain the new AskAway.com reference service to the Board.

Judy Koch's report on the Trustees Networking Social at Matteson Public Library.

Judy informed the Board that she and Debbie attended this function on October 24. Representatives from SWAN, MLS, and the State of Illinois gave presentations. Judy enjoyed the evening, and was amazed to learn how big the whole library system is.

Friends of the Library: Friends raised \$641.00 at their last book sale. Debbie informed the Board that she and Sandra attended the Lansing Volunteer Dinner recently. Friends honored one of their members (and a library staff member,) Toni Webster. Debbie said they had a full table as Toni's daughter and six Friends attended, also.

2nd Reading and Vote of Revised Vacation, Personal Days and Holidays Policy:

Laura Hyzy moved and Judy Koch seconded to approve the Revised Vacation, Personal Days, and Holidays Policy. All present voted aye. Motion carried.

2nd Reading and Vote on Revised Sick Policy: Laura Hyzy moved and Carrie Appold seconded to approve the Revised Sick Policy. All present voted aye. Motion carried.

2nd Reading of Revised Tuition Reimbursement Policy: Laura Hyzy moved and Cecilia Gonzalez seconded to approve the Tuition Reimbursement Policy. All present voted aye. Motion carried.

Policy Committee Report: Tom Nowak reported that he, Carrie Appold, Laura Hyzy, Debbie Albrecht have completed their work updating the Personal Policy. It will be sent over to the library's attorney soon for his final review.

Holiday Schedule for 2009: Debbie distributed the 2009 Holiday Schedule and Board Meeting Schedules to the Board.

Vote to Keep Executive Board Minutes Sealed: Laura Hyzy moved and Carrie Appold seconded to approve keeping the Executive Board Minutes sealed. All present voted aye. Motion carried.

Library Disaster Plan Updated: Debbie updated the Library Disaster Plan and distributed copies to the board members to be kept in the trunks of their automobiles.

The December Meeting was cancelled by the Board. Carrie Appold, Cecilia Gonzalez, and Mary Kern will come in to sign the bills on Wednesday, December 17 so they can be brought over to the Village for payment.

Tom Nowak declared the meeting adjourned at 7:25 P.M.

Submitted by

Joan Ridder, Administrative Asst.