

Lansing Public Library
Board of Trustees
Regular Board Meeting
February 19, 2009
Minutes

President Tom Nowak called the meeting to order at 6:35 P. M.

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

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

There were no visitors present at this meeting.

Approval of Minutes: Laura Hyzy moved and Judy Koch seconded to approve the minutes from the January 22, 2009 regular Board Meeting as amended.

Financial Report: Tom Nowak said that as of February 19, 2009, there is \$701,120.52 in the library's account, and we have expended 67% of the budget and we are three quarters through the fiscal year.

Approval of Bills: Laura Hyzy moved and Carrie Appold seconded to approve the February 2009 bills in the amount of \$79,991.74 and the additional February 2009 bills in the amount of \$10,010.01. All present voted aye on a roll call vote. Motion carried.

Communications: Debbie passed around a thank you note to Sandra Iosue from Renée Hale of WellSpirit Consulting Group expressing appreciation for hosting the Chamber luncheon last week at which she was the featured speaker.

The Board Discussed the Monthly Director and Department Head Reports:

Tom Nowak commented that he believes Patty Higgins' new genealogy group and her idea to possibly host a resume writing workshop are both wonderful ideas.

Laura Hyzy commented favorably about the Senior Booklet created by the Adult Services Department to highlight all of the activities offered at the library in March for Senior Month.

Friends of the Library: The new coffee station purchased by the Friends was demonstrated at the beginning of the board meeting. Debbie informed the Board that it was put out on the floor on Monday, and we have had several donations from grateful patrons already. Debbie said the Friends continue to do good things and she is most appreciative of everything they have done for the library.

Friends, continued: Laura Hyzy mentioned that it is membership renewal time for Friends of the Library. She encouraged board members to join for \$5.00 a year if they haven't already done so. A lifetime membership is \$100. They will be electing officers at their next meeting on March 9, and asked the library board to consider attending the meeting.

First Reading of Revised Lansing Public Library Employee Personnel Policy Handbook: Debbie informed the Board that the revised handbook has come back from the attorney with only a few minor revisions. She will present the final revision of the Lansing Public Library Employee Personnel Policy Handbook to the Board for acceptance and vote at the March 19 board meeting.

New Printer Purchase: Debbie informed the Board that the lease for the Canon 3200 public printer has been completed and the Canon sales representative has contacted her about purchasing a new machine to replace this model. She explained that she would like to replace our staff copier with the old 3200 printer, for which she would purchase a finisher, and replace the 3200 printer with a new Canon IR C4080i printer for use in the public area of the library, for a total price of \$13,344.00 based on a four year lease. Maintenance and supplies (except for staples) for the new unit would be included in the purchase price. We then pay a per page cost; black and white .011 and color .078 cents.

Laura Hyzy moved and Carrie Appold seconded that the cost of a new Canon IR C4080, equipped as quoted, and a finisher for the 3200 printer, be added into the upcoming budget, based on a four year lease. All present voted aye on a roll call vote. Motion carried.

Laura Hyzy moved and Judy Koch seconded that we increase the color printing cost to twenty-five cents a copy at the time the new public printer is installed. All present voted aye. Motion carried.

One Book, Two Libraries, Three Cups of Tea: Debbie informed the Board that plans are well underway for "One Book, Two Libraries, Three Cups of Tea." The kickoff will be Sunday, September 20 at Glenwood Lynwood's library.

Debbie is pleased that TF South will be participating in our "One Book" event. She will also be contacting Illiana Christian and Luther East in the near future. The board suggested contacting schools outside of Lansing or the Glenwood/Lynwood area to try to get them on board as well.

Debbie said that a walk-a-thon has been planned which will start in Glenwood, go through Lynwood, and end up in Lansing.

Tom Nowak requested that the Board enter into Executive Session at 7:30 to discuss personnel matters. The Board returned to the regular meeting at 7:35 p.m. Tom Nowak declared the regular meeting adjourned at 7:36 p.m.

Submitted by

Joan Ridder, Administrative Asst.

