

Lansing Public Library
Board of Trustees
Regular Board Meeting
February 18, 2010
Minutes

President Tom Nowak called the meeting to order at 6:30 p.m.

Present: Carrie Appold, Tim Glinski, Mary Kern, Judy Koch, Tom Nowak

Absent: Cecilia Gonzalez

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

Visitors: George Dobroski, Kathy Parker,
Sandra Iosue, Patty Higgins

Debbie asked that two items be added to the agenda; the discussion of security issues and Kathy Parker will speak about her experience using owner representative Norm Ellanardo's services at the Glenwood/Lynwood library.

Approval of Minutes: Carrie Appold moved and Judy Koch seconded that the minutes of the January 21, 2010 regular Board Meeting be approved. All present voted Aye. Motion carried.

Financial Report: The Village of Lansing's latest financial report shows a balance of \$893,602.16 in the library's account.

Approval of Bills: Judy Koch moved and Mary Kern seconded to approve the February 2010 bills in the amount of \$85,816.17 and the additional February 2010 bills in the amount of \$13,733.32. All present voted aye on a roll call vote. Motion carried.

Correspondence: Debbie distributed copies of letters received from applicants interested in the filling the open trustee position. Debbie was pleased to see that six people expressed interest in serving on the library board.

Director's and Department Head's Reports: Carrie Appold complimented Custodian Tony KIELTYKA for making some adjustments to the building's HVAC system and thereby saving the library a considerable amount of money each month.

Several board members commented favorably on the concerts and programs the library recently hosted. Debbie agreed that the Friday evening concerts have been a tremendous success. She is happy to see that some of our Lansing restaurants are being patronized by people coming in from other areas to attend our programs.

Debbie mentioned that two staff members are considering going to school for their MLIS degree. The Board suggested Debbie consult with the library attorney should either staff member wish to use our Tuition Reimbursement Policy to see if any further paperwork is required.

Friends of the Library: The Friends will be electing officers in March. Board member Judy Koch agreed to have her name listed on the Friends checking account. Sandra reported that Friends are looking forward to spending some of the hard earned money they have made for the library in recent months. \$200 was donated by Friends for Mystery Books in Laura Hyzy's memory.

Plans for the 3rd Annual Wine Tasting in June are already underway.

2nd Reading and Vote on Revised Lansing Public Library Policy Manual: Mary Kern moved and Carrie Appold seconded to approve the revised Lansing Public Library Policy Manual. All present voted aye on a roll call vote.

2nd Reading and Vote on Director's Spending Limit (addition to Trustee Bylaws): Judy Koch moved and Mary Kern seconded to approve the spending limit for the Library Director, as indicated in the Bylaws, at \$5,000. All present voted aye on a roll call vote.

Discuss Elimination of DVD fee for FY10/11: Debbie informed the Board that she is considering the possibility of eliminating the DVD fee charged to our patrons. This matter may be discussed further at a future board meeting.

Discuss Possibility of Migration from Horizon Symphony: Debbie and Kelli Staley have met with the SIRSI/Dynix salesman about the possibility of migrating to Symphony in the near future. Debbie informed the Board that the cost would be approximately \$65,000. Kelli will give the Board her presentation pertaining to this switch at the March Board meeting. Debbie and the Department Heads will be going to Green Hills Pubic Library to see exactly how Symphony works for them. The Technical Services Dept. will take a separate trip to this library to observe the system.

Discuss Possibility of Hiring Norm Ellandro as an Owner Representative: Following Kathy Parker's presentation pertaining to Owner Representative Norm Ellandro's work with Glenwood-Lynwood during the construction of their new library, Debbie informed the Board that she is interested in hiring Mr. Ellandro to assist with our building repairs. The Board discussed this matter at length, and it was recommended that Debbie contact him to see if he would be able to attend our March board meeting to address their questions and concerns.

Security Issues: Debbie relayed that the staff has recently expressed concern about the matter of security in and outside on the library property. She informed the board that there always seem to be more incidents occurring at this time of year. Several suggestions were made by the Board members; Debbie said she would add these to her list of ideas for handling this problem.

Tom Nowak requested that the Board enter into Executive Session at 7:50 p.m. to discuss the process of selecting a new library trustee.

The regular Board Meeting resumed at 8:10 p.m. The Board did not decide on a candidate for the open trustee position. This decision will be made at the March meeting.

Tom Nowak declared the regular meeting adjourned at 8:11 p.m.

Submitted by

Joan Ridder
Administrative Asst.