

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

President Tom Nowak called the meeting to order at 6:00 p.m.

Present: Carrie Appold, Tim Glinski, Cecilia Gonzalez, Judy Koch, Tom Nowak

Absent: Mary Kern

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

Visitors: Kelly Campos, Bonnie Cuthbert, Norman Eallonardo, Daniel Eallonardo,
Kathy Gough, Sandra Iosue, Kelli Staley

Tom Nowak called the meeting to order at 6 p.m. At this time, the Board entered into Executive Session to discuss the selection of a trustee to fill the vacant position on the Lansing Public Library's Board of Directors.

The Board exited Executive Session at 6:40 p.m. Tom Nowak called the Regular Board Meeting back in session at 6:41 p.m. with the taking of roll call. Present: Carrie Appold, Tim Glinski, Cecilia Gonzalez, Judy Koch, Tom Nowak.

Approval of Minutes: Carrie Appold and Cecilia Gonzalez seconded to approve the minutes of February 18, 2010. All present voted aye. Motion carried.

Financial Report: The Village of Lansing's latest financial report shows a balance of \$1,386,060.49 in the library's account.

Approval of Bills: Carrie Appold moved and Judy Koch seconded to approve the March, 2010 bills in the amount of \$73,305.57 and the additional March 2010 bills in the amount of \$7,474.17. All present voted aye on a roll call vote. Motion carried.

Correspondence: Debbie passed the monthly correspondence around the board table for review by the board members. Included with the mail were newspaper articles applauding the March Senior Programs offered by the library and the Dyed in the Wool Concert on March 5. Sandra Iosue also received a thank you letter from Rosemary Ward, an author who recently gave a book presentation here.

Norman and Daniel Eallonardo gave their presentation to the Board pertaining to their experience in the construction industry and the work they have done with other libraries over the years. They informed the Board that they have done preliminary inspecting of our building and see some problems that need to be investigated further. Norman informed the Board that he estimates that it would cost approximately \$2,500 to have them come in to inspect the building more thoroughly; check the ceiling, spend some time on the roof and skylight area, etc. After completing this step, they would discuss goals, time frame and budget guidelines with the Board and Director.

Vote to Hire Norm Eallonardo as an Owner Representative: Carrie Appold moved and Cecilia Gonzales seconded approval to hire Norm Eallonardo as the library's building consultant/owner representative. After reviewing the building's original blueprints and thoroughly inspecting the interior and exterior of the building, he would be paid an initial fee of approximately \$2,500 for laying the groundwork and offering guidelines for future repairs. All present voted aye on a roll call vote. Motion carried.

The Board accepted the Director's and Department Head's monthly reports.

Friends of the Library: Friends raised \$600 at the March Book Sale. They have put \$5,000 more away for the landscape project, and by next spring they hope to be able to reach their goal of \$20,000 to see their dream become a reality.

Judy Koch will be contacting Friends Treasurer Marilyn Aiken about adding her name to the Friends bank account.

Tickets for the 3rd Annual Wine Tasting on June 25 sponsored by Friends are now on sale. They are \$20 each.

Good Neighbor Parade: Debbie reminded the Board that the Good Neighbor Parade is coming up soon. She invited the Board to join the library staff in marching on May 1. This year's theme is "Lansing Rocks Around the Clock."

Presentation by Kelli Staley on switching our printing and card making vendor to TBS.

After Kelli presented her recommendations, Carrie Appold moved and Tim Glinski seconded approval to switch our printing and card making vendor from Accountor Systems to Today's Business Solutions. The total cost for this change will be \$13,703.00. This will occur within this fiscal year. All present voted aye on a roll call vote. Motion carried.

Presentation by Kelli Staley on migrating to Symphony from Horizon (online catalog system)

Kelli informed the Board that our two servers for catalogs/databases are very old. After investigating several options, Kelli and Debbie agree that now is the best time to upgrade from Horizon to Symphony and replace the old servers. The actual transition would take place in Fall of this year, and the cost will be taken out of the FY10-11 budget.

Judy Koch moved and Carrie Appold seconded approval of Kelli's recommendation to migrate to Symphony and purchase SAAS from them with SIRSI/Dynix maintaining the servers in their Atlanta, Georgia facility for a total cost of \$65,260.00. All present voted aye on a roll call vote. Motion carried.

First Reading of Technology Plan: The Lansing Public Library Technology Plan for 5/1/2010-4/30/2013 will be discussed at the April board meeting. An addition will be made to the Continuing Ed Policy regarding staff attendance at technical workshops.

First Reading of Revised Computer/Internet Policy/Addition of one sentence: "Good Standing Means the Card Is Not Expired and the Patron Does Not Owe the Library \$2 or More."

Security Issues Update: Debbie reported that she has spoken with several other library directors about this problem. They use various methods to maintain security, but they all agreed with Debbie that hiring security people did not remove their staff from their responsibility in this matter. Debbie is considering the possibility of hiring security for a short time at the beginning of the school year.

Special Budget Meeting: Pending approval from the Village Treasurer, the Library's Special Budget Meeting for FY10-11 will be held at 6:00 p.m. on April 15, prior to the regular board meeting. If the budget must be turned in earlier, the meeting will be at 6:30 p.m. on April 13. The Board advised Debbie that Kelly Campos has been appointed library trustee.

Tom Nowak declared the March 18 regular board meeting adjourned at 8:10 p.m.

Submitted by

Joan Ridder
Administrative Asst.