

Lansing Public Library
Board of Trustees
Regular Board Meeting
April 15, 2010
Minutes

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

Present: Carrie Appold, Tim Glinski, Mary Kern, Tom Nowak
Cecilia Gonzalez arrived at 6:55 p.m.

Absent: Judy Koch

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

Visitors: Sandra Iosue, Patty Higgins

Tom Nowak called the board meeting to order at 6:30 p.m. Kelly Campos was sworn in as the new library trustee. Kelly signed the Oath of Office, as did Mary Kern, Secretary of the library Board of Trustees.

Approval of Minutes: Carrie Appold and Tim Glinski seconded to approve the minutes of March 18, 2010. All present voted aye. Motion carried.

Financial Report: The Village of Lansing's latest financial report shows a balance of \$1,469,083.18 in the library's account.

Approval of Bills: Carrie Appold moved and Kelly Campos seconded to approve the April, 2010 bills in the amount of \$83,623.90 and the additional April, 2010 bills in the amount of \$7,872.00. All present voted aye on a roll call vote. Motion carried.

Tom Nowak called for the Board to enter into Executive Session at 7:00 p.m. to discuss personnel matters.

The Board exited from Executive Session at 7:24 p.m. Tom Nowak called the Regular Board Meeting back in session at 7:25 p.m. with the taking of roll call. Present: Carrie Appold, Kelly Campos, Tim Glinski, Cecilia Gonzalez, Tom Nowak. Absent: Mary Kern, Judy Koch

Correspondence: Debbie reminded the Board that they must file Statements of Economic Interests with the Cook County Clerk's Office, and should have received something in the mail about this.

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

Debbie informed the Board that we have yet to receive our Per Capita Grant money. She inquired about this, as all of the other libraries in the area have received their checks. She was assured that we would be getting it, but it would be coming later this year.

Carrie Appold commented that she was pleased to read that we are going to have a space for the young people to socialize after school in the fall. She also was happy to see that the staff is establishing personal goals in conjunction with the formation of department goals and overall library goals.

Debbie informed the Board that she has been in conversation with Reliable Fire Equipment about the recent alarm problems we are experiencing. She also relayed that she is considering redoing the security camera system next year. Graffiti continues to be a problem, particularly on the west side of the building.

Second Reading of Technology Plan. Carrie Appold moved and Tim Glinski seconded to accept the second reading of the Lansing Public Library Technology Plan for 5/1/2010-4/30/2013. All present voted aye. Motion carried.

Second 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." Tim Glinski moved and Kelly Campos seconded to accept the second reading of the revised Computer Internet Policy. All present vote aye. Motion carried.

Second Reading of Continuing Education Opportunities and Professional Memberships. Kelly Campos moved and Cecilia Gonzalez seconded to accept the second reading of the Continuing Education Opportunities and Professional Memberships Policy to include the statement that staff must attend at least one Continuing Ed session a year dealing with technology.

Update on Building Inspection by Owner Representative Norm Eallonardo.

Norm Eallonardo will have a report for the Board concerning the condition of the building at the May meeting.

Update on Symphony. Debbie said that right now it appears the migration from Horizon to Symphony will occur in November.

Set In-Service Day. Kelli is waiting to get the date Today's Business Solutions plans to come out to install the new card system. Debbie requested the Board's approval to hold a staff In-Service day on this date, which she hopes will occur on a Friday in May. The Board was in agreement with this idea.

Computer Desk Modification: Carrie Appold informed the Board that a skilled woodworker has been in to inspect the computer console in the Reference Dept. and he informed her that he would be able to bring the height of the tall desk area down to match the main part of the table, but would have to leave the area in the middle alone. Debbie said the middle height was an ADA requirement, and could not be changed. The Board authorized Debbie to make the final decision on this matter.

Approval of Budget for FY10/11. Carrie Appold moved and Cecilia Gonzalez seconded to accept the FY10/10 Budget in the amount of \$1,966,280.00, with changes to a few of the expenditure lines as noted by Debbie Albrecht. All present voted aye on a roll call vote. Motion carried.

Tom Nowak declared the April 15, 2010 board meeting adjourned at 7:55 p.m.

Submitted by

Joan Ridder
Administrative Asst.