

Lansing Public Library  
Board of Trustees  
Regular Board Meeting  
August 19, 2010  
Minutes

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

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

Absent: Cecilia Gonzalez

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

Visitors: Daniel and Norm Eallonardo of Independent Construction Services,  
Rick McCarthy of PSA/Dewberry

Tom Nowak welcomed the visitors and invited Rick McCarthy of PSA/Dewberry to comment on his proposal of August 16, 2010 and address the Board's questions.

Tim Glinski asked him what he would estimate the cost of the entire job to be. Rick McCarthy and Norm and Daniel Eallonardo agreed that a rough estimate of expenses would be \$300,000 for the roof, \$200,000 for the windows, and another \$200,000 to \$400,000 for the thermal/moisture improvements to the building.

**Approval of PSA/Dewberry's Proposal of \$31,200 for Architectural Work Provided for Phase 1 of the Library's Building Renovation Project:**

Judy Koch moved and Mary Kern seconded to accept PSA/Dewberry's Proposal developed by Rick McCarthy at a cost of \$31,200.00, upon approval of the library's legal counsel. All present voted aye on a roll call vote. Motion carried.

After discussing the matter further, the Board requested Rick McCarthy provide an additional proposal that addresses correcting the atrium/skylight problems.

**Approval of Minutes:** Mary Kern moved and Tim Glinski seconded to approve the minutes of the regular board meeting on June 17, 2010. All present voted aye. Motion carried.

Judy Koch moved and Carrie Appold seconded to approve the minutes and the special board meeting on July 1, 2010. All present voted aye. Motion carried.

**Financial Report:** As of today's date, the Village of Lansing reports there is \$1,027,054.52 in the library's account.

**Approval of Bills:** Carrie Appold moved and Judy Koch seconded to approve the July, 2010 bills in the amount of \$94,146.44, and the additional July, 2010 bills in the amount of \$4,772.50, the August, 2010 bills in the amount of \$68,940.89, and the additional August 2010 bills in the amount of \$2,370.05. All present voted aye on a roll call vote. Motion carried.

**Correspondence:** Debbie informed the Board about a "Starry Night Gala" being held at private homes in Waukegan's Historic District to raise money for repairs to the library's aging infrastructure.

Debbie informed the Board that there were several articles on the board table pertaining to the importance of public libraries.

Debbie said a Youth/Teen Services survey was available for their perusal that asked for patron's opinions on their Summer Reading Program, as well as the results of a study done by Dominican University pertaining to the value of Summer Reading Programs.

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

Carrie Appold said she did contact her representatives after hearing about the library funding crisis. She reminded everyone how important it is to get this message out to others.

**Friends of the Library:** Friends raised \$280 at their August book sale. Because the high volume of books in the Book Room right now, they will be offering a "buy a bag for \$5; get a bag free" at their next book sale.

Friends have a new fundraiser; they are selling Spring bulbs. Money is being collected at the time the order is placed.

**Update on Shelters in Youth and Teen Services and Circulation Clerk Replacement:**

Debbie informed the Board that two new shelters, Colleen Besler and Matthew DiGrispino have been hired downstairs in Youth/Teen Services, and Micaela Smith has replaced Kristen Hannigan in the Circulation Dept.

**Permission to close on Friday December 3<sup>rd</sup> for an area Staff In-Service for Zones 6, 8 & 9:**

The Board approved Debbie's request to close the library on Friday, December 3 for a Staff In-Service Day.

**Second Reading of New Interlibrary Loan Policy:** Carrie Appold moved and Kelly Campos seconded to accept the New Interlibrary Loan Policy. All present voted aye. Motion carried.

**Discussion of Illinois Public Library Standards - Per Capita Grant Requirement:** Debbie distributed copies of the “Blood borne Pathogens Policy” to the Board for the 1<sup>st</sup> Reading. The 2<sup>nd</sup> reading will be at the September Board meeting.

The Board also discussed the following chapters:

- Chapter 2: Long Range Planning – we will work on developing a new Long Range Plan in January.
- Chapter 4: Facilities
- Chapter 7: Collection Management
- Chapter 10: Marketing OnLine Resources

**Discussion of Green Plan for the Library – Per Capita Grant Requirement:** The Board reviewed the 1<sup>st</sup> Reading of the Green Plan for the Library. Discussion will continue at the September Board Meeting.

**Review of Trustee Bylaws – Per Capita Grant Requirement:** The Board reviewed the Trustee Bylaws, and made a one addition. The 2<sup>nd</sup> Reading of the Trustee Bylaws will be discussed at the September Board Meeting.

Debbie commented that Kelly Campos gave a fabulous performance on Friday evening at the Lansing Clock Tower.

Tom Nowak declared the August 19, 2010 meeting adjourned at 7:45 P.M.

Submitted by

Joan Ridder  
Administrative Asst.