

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

Tom Nowak called the meeting to order at 6:08 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: Norman Eallonardo, Dan Eallonardo, Darren Schretter, Maureen Mason

Building Project Update from Darren Schretter of PSA Dewberry: Tom Nowak invited Darren Schretter of PSA Dewberry to speak to the Board. In his presentation, Darren Schretter said there were a couple of other types of material that could be used to cover the outside of the building in addition to those originally recommended. He explained the pros and cons of both, and gave the Board an idea of the cost factor. Tom Nowak informed him that the Board was in agreement to proceed with the metal panels that were previously estimated at \$20 a square foot.

Darren Schretter then discussed the two front and back canopy options. Tom Nowak advised that the Board chose Option 2 with a cost of \$38,000 for the front canopy and \$25,000 for the rear canopy.

With this settled, Darren Schretter said that it is now possible to move into the next phase of the project.

The atrium skylight repair/renovation was addressed. The cost for this material, which is much cheaper than glass, would be in the range of \$198,000 to \$212,000. Darren Schretter explained that the atrium would have a different appearance with this product; light would be coming in, but the sky would not be able to be seen as it is now. This type of material was used in the Flossmoor Public Library's renovation.

Debbie said that she was estimating that bidding would go out sometime in February. Darren Schretter said that his company is very busy right now, and he estimates it will be at least eight weeks before they have working drawings and specifications ready to go.

Regarding questions about the total expense of the job, it was stated that the bids would determine the true cost. Actual construction time was estimated at three to four months, and this would preferably be done in more temperate weather.

Correspondence: Debbie brought up the letter she and the board members received from a patron concerning her dissatisfaction with the handling of a recent memorial donation made to the library. Debbie explained to the Board that things were not handled correctly, and assured them that steps have been taken to avoid an occurrence like this in the future. She also informed the Board that she wrote a letter of apology to this person.

Debbie informed the Board of a thank you note from Milton Van Drunen, a teacher at Lansing Christian. He brings the 8th graders here every year to spend time in the Reference Dept and Youth Services Dept. to learn about the process of writing a reference paper.

The library also received thank you cards from some of the students at Reavis School.

Approval of Minutes: Mary Kern moved and Tim Glinski seconded to approve the minutes of the Special November 9, 2010 Meeting pertaining to the building project and to approve the minutes of the Regular Board Meeting of October 14, 2010. All present voted aye. Motion carried.

Financial Report: There is \$637,014.40 in the library's bank account as of November 17, 2010, and we are halfway through the fiscal year.

Approval of Bills: Carrie Appold moved and Mary Kern seconded to approve the November, 2010 bills in the amount of \$80,431.29 and the additional November, 2010 bills in the amount of \$1,743.92. All present voted aye on a roll call vote. Motion carried.

The Board accepted the Director and Department Head monthly reports. Debbie said that the transition from Horizon over to Symphony is going very well.

Debbie relayed that there were 333 attendees at the Volunteer Dinner. Mary Kern was honored as our volunteer that evening. Congratulations, Mary!

Debbie distributed the 2011 Holiday and Board Meeting Schedule.

Friends of the Library: Debbie informed the Board that the monthly book sales are down a bit, but they have still been taking in about \$500 a month.

Discussion of Revising Tuition Reimbursement Policy: The Board agreed with Debbie's suggestion to review and possibly revise the library's current tuition reimbursement policy.

Approve Borrowing through Bonds in Conjunction with the Village for the Building

Remodeling Project: Carrie Appold moved and Judy Koch seconded to approve borrowing up to \$1,250,000.00 through bonds in conjunction with the Village of Lansing for the Building Remodeling Project. All present vote aye on a roll call vote. Motion Carried.

Reshuffling of Library Staff: Debbie updated the Board about the personnel changes occurring throughout the building. Lou Ann Dommer left the Circulation Dept. to take Susan Schmidt's place in Adult Services, Colleen Besler joined the Circulation Dept. recently as a Circ. Clerk, and Shari Hooton will be taking Colleen's position as a Shelver in Youth Services. Debbie explained that rather than hiring another Shelver upstairs, Toni Webster has agreed to work five more hours a week, which will allow for the hiring of a part-time Reference person after the first of the year. Debbie also said the part-time IT person will be hired soon.

Mary Kern moved and Judy Koch seconded to approve Debbie's request to hire a part-time person for the Reference Dept. All present voted aye on a roll call vote. Motion carried.

Per Capita Grant for 2011: Debbie distributed copies of the Illinois State Library's FY2012-FY2014 Per Capita Grant Requirements to the Board.

Vote to Keep Executive Board Minutes Sealed: Carrie Appold moved and Tim Glinski seconded to keep the Executive Board Minutes Sealed. All present voted aye. Motion carried.

There will not be a December meeting. The next scheduled meeting of the Board of Trustees is set for January 20, 2011 at 6:30 P.M.

Tom Nowak declared the November 18, 2010 Regular Board Meeting adjourned at 7:10 P.M.

Submitted by

Joan Ridder
Administrative Asst.