

Lansing Public Library
Board of Trustees
Regular Board Meeting
February 16, 2012
Minutes

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

Present: Kelly Campos, Tim Glinski, Mary Kern, Judith Koch, Tom Nowak

Absent: Carrie Appold, Cecilia Gonzalez

Also Present: Debbie Albrecht, Director
Patricia Higgins, Head of Reference

Visitors: Dan Eallonardo, ICS

A request was made to amend the agenda to include an item to discuss revising the Board Policy to address absenteeism of Board Members.

Tom Nowak asked Dan Eallonardo to give the board an update on the Remodeling Project. The financial overview was distributed. The remaining items on the punch list will be completed within the next week by 2 contractors. The lights at the entrances have been completed. The doors have been completed. A cleaning crew was contracted to clean the ceilings and the grid which accumulated dust during construction. There was some overtime paid back in the summer to accommodate some change orders. Item #3 was replacement of a door on the lower level. Item #7 was to repair the light fixtures. Three contractors have been paid at this point, two of them in full. Two checks have been written but are being held awaiting approval for payment. Money remains in the contingency fund. The signage is still pending and will be completed in the next few months before Summer. The costs for the signage will be added to the expenses. Also, the removal of bushes will be added to the expenses.

Correspondence: Several thank you notes for having the concert series have been received.

Approval of Minutes: Tim Glinski moved and Mary Kern seconded to approve the minutes of the January 19, 2012 Regular Board Meeting. All present vote Aye. Motion carried.

Financial Report & Approval of Expenditures: Judy Koch moved and Kelly Campos seconded to approve the February 2012 bills in the amount of \$73,800.67, and the additional

bills for the month of February 2012 in the amount of \$53,004.94. All present voted aye on a roll call vote. Motion carried.

Director's Report and Department Head Reports: Debbie Albrecht described the proposal that an Eagle Scout do the brick walkway at the front of the library. She is awaiting a plan from the Scout. Next month's concert will be a Doo-Wop group and everyone is encouraged to attend.

Friends of the Library: The Friends had another successful book sale. They will cover the cost of the new landscaping. The \$18,000 price given 5 years ago will be honored.

Material Selection Policy First Reading: The policy was read by all the members.

Trustee Open Meeting Act Training: Debbie Albrecht reminded trustees that the on-line training must be completed before June 2012. Anyone needing to use library computers are welcome to come in and get staff assistance with completing the training.

Long-Range Planning: There was discussion of having the Long Range Planning meeting on a Saturday and having a facilitator. The long range planning is required for the Per Capita grant. The Matteson director, Kathy Berrgren is available and will be contacted about being our facilitator.

Amendment to Board Policy: There was discussion about adding an attendance clause to the Board Policy.

Mary Kern moved to adjourn the February 16, 2012 Lansing Public Library Board Meeting. Kelly Campos seconded. Motion carried. Tom Nowak declared the meeting adjourned at 7:20 P.M.

Submitted by

Patricia Higgins, Reference Librarian