

Lansing Public Library  
Board of Trustees  
Regular Board Meeting Minutes  
March 21, 2013

Present: Carrie Appold, Michelle Bohacik, Anthony Comer-Hill, Tim Glinski, Judy Koch

Absent: Kelly Campos, Mary Kern

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

There were no visitors.

Board President Carrie Appold opened the March 21, 2013 Regular Board Meeting at 6:30 p.m.

Debbie requested that one item be added to this meeting's Agenda; this being "Civil Engineering Services Proposed for Park Lot and ADA Improvements."

**Approval of Minutes:** Judy Koch moved and Anthony Comer-Hill seconded to approve the minutes of the February 21, 2013 Board Meeting. All present vote aye. Motion carried.

**Approval of Expenditures:** Anthony Comer-Hill moved and Judy Koch seconded to approve the March 2013 bills in the amount of \$92,896.65 and the additional March 2013 bills in the amount of \$24,764.91. All present voted aye on a roll call vote. Motion carried.

**The Board accepted the Director and Department Head Reports.** Debbie welcomed the board members to join the staff who is marching in this year's Good Neighbor Parade on May 4. Debbie informed the Board that Circulation Clerk Colleen Besler has volunteered to be our parade Chairwoman this year. Debbie also encouraged the Board to volunteer to work at the library Block Party on June 7.

Debbie explained the concept for the next phase of the library construction project being planned for the near future. Considerable discussion centered around revamping the north parking lot, constructing new study rooms, developing new areas for audio visual and the magazines, new wiring, and new carpeting installed throughout the building. Also on the agenda is a new security system to include cameras and lights outside.

**Friends of the Library:** Debbie informed the Board that Friends are working hard planning the June 28 Wine Tasting. Tickets are \$20 each. Loraine Tiedemann and Maureen Spatz will be in charge this year, as Debbie and Sandra Iosue will be out of town.

**Correspondence:** Carrie Appold read a letter of resignation from Library Trustee Kelly Campos. Judy Koch moved and Michelle Bohacik seconded to accept Kelly Campos' resignation. All present voted aye. Motion carried.

**Approval of New Canon Copier for Reference Area:** Tim Glinski moved and Anthony Comer-Hill seconded to approve the lease/purchase of a Model C5250 Canon Imagerunner Printer/Copier for the Reference Dept. area at a lease price of \$278.00 a month for sixty months, totaling \$16,680.00. All present voted aye on a roll call vote. Motion carried.

**Approval of Parking Lot Site Plan Analysis:** Judy Koch moved and Tim Glinski seconded to approve the proposal provided by Manhard Consulting Ltd. (who have previously worked on the LaGrange and Wooddale Public Library parking lots,) for Civil Engineering Services in conjunction with proposed Parking Lot and ADA improvements for the library's north lot, to be accomplished in several phases, at a cost of \$15,800.00, plus time and material. All present voted aye on a roll call vote. Motion carried.

**Approval of Proposal for Closet Construction and Door Replacement:** Judy Koch moved and Anthony Comer-Hill seconded to approve D&M Construction's bid of \$7,665.00 for construction of a new closet downstairs and new closet doors on the existing closet in the Community Room. All present voted aye on a roll call vote. Motion carried.

**Wellness Program Discussion Tabled:** The Board unanimously agreed that a vote to approve this Wellness Program be delayed until more information is received from the Village on this matter. When Debbie obtains more details, she will take a survey among the full time staff as to whether or not they are interested in participating.

**Approve Furniture and Shelving Purchases:** Anthony Comer-Hill moved and Michelle Bohacik seconded to approve the purchase of three portable book displays, eight computer flipper tables, twenty nester chairs, six display cubes, and fourteen shelving units for the Teen Section from Gaylord Bros., Inc., at a cost of \$10,930.72. All present voted aye on a roll call vote. Motion carried.

Carrie Appold made a motion to adjourn the Regular Board Meeting at 8:04 p.m. to discuss employee compensation.

The Board entered into Executive Session at 8:05 p.m.

Roll Call: Carrie Appold, Michelle Bohacik, Anthony Comer-Hill, Tim Glinski, Judy Koch

Absent: Mary Kern

The Board adjourned from Executive Session on 8:29 p.m.

Carrie Appold called the Regular Board Meeting back into session at 8:30 p.m.

Roll Call: Carrie Appold, Michelle Bohacik, Anthony Comer-Hill, Tim Glinski, Judy Koch

Absent: Mary Kern

Judy Koch moved and Anthony Comer-Hill seconded to approve the personnel increases as discussed in Executive Session, including that of Director Debbie Albrecht. All present voted aye on a roll call vote. Motion carried.

**Budget Discussion for FY13/14:** After reviewing the budget line by line, Judy Koch moved and Tim Glinski seconded that the FY13/14 Budget in the amount of \$2,064,950.00 be approved as presented by Debbie Albrecht. All present voted aye on a roll call vote. Motion carried.

Carrie Appold declared the March 21, 2013 Regular Board Meeting adjourned at 9:10 p.m.

Submitted by

Joan Ridder, Administrative Asst.