

Lansing Public Library
Board of Trustees
Regular Board Meeting Minutes
September 19, 2013

Present: Carrie Appold, Anthony Comer-Hill, Tim Glinski, Mary Kern,
Judy Koch

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

Visitors: There were no visitors present.

President Carrie Appold opened the September 19, 2013 Regular Board Meeting at 7:13 p.m.

Correspondence: A letter written by Michelle Bohacik to the Lansing Public Library Board of Trustees was read, in which she stated that she was relocating to another area, making it necessary for her to resign from her position as a library trustee. The board members commented that they were appreciative of Michelle's service and wished her the best in her moves to a new community.

There was a brief discussion about how to proceed concerning the two vacant positions on the Board. It was decided that further discussion on this matter would take place at next month's meeting.

Three certified letters were received from Hiskes, Dillner, O'Donnell, Marovich, Lapp, LTD., informing the Board of several properties being considered for annexation into the Village of Lansing.

Debbie informed the Board that she received an email from a patron saying she was very excited about the book drop that is going to be installed at the back parking lot.

Several Times articles w/photographs highlighting many recent library activities were displayed on the board table for the trustees to review.

Debbie relayed that Kathy Gough's son Jeff returned home safely from his US Army service in Afghanistan in July, and Mayor Abbott attended one of the "Welcome Home" gatherings for Jeff and his wife, Anna.

Approval of Minutes: Judy Koch moved and Anthony Comer-Hill seconded to approve the minutes of the July 18, 2013 Regular Board Meeting. All present voted aye. Motion carried.

Mary Kern moved and Tim Glinski seconded to approve the minutes of the August 15, 2013 Special Board Meeting. All present voted aye. Motion carried.

Financial Report: Debbie said that the new budget figures will be in next month's board packets.

Approval of Expenditures: Judy Koch moved and Mary Kern seconded to approve payment of the September 2013 bills in the amount of \$100,087.23 and payment of the additional September 2013 bills in the amount of \$5,505.66. All present voted aye on a roll call vote. Motion carried.

The Board Accepted the Director and Department Heads' Monthly Reports. Debbie said that there have recently been some major front door problems. She plans to replace them in the next budget year.

Carrie Appold informed Debbie and the Board that she believes our library's Story Hour is a Lansing jewel, and she knows mothers that live in other communities that still bring their little ones to Lansing for Story Hour.

Debbie informed the Board that LNN was taping at the library today and she was interviewed for an upcoming segment.

Debbie encouraged the Board to attend Lansing Autumn Fest Oct. 11, 12 and 13.

Debbie relayed that she attended an EDGE meeting in Springfield recently which was very impressive.

Friends of the Library: Friends raised \$500 at the last \$5 Fill-a-Bag Book Sale. Since there are so many books downstairs in the Book Room, Debbie is hoping they will offer a "Fill-a-Bag for \$5-Get a Bag Free Sale" sometime in the near future.

A Vote on Dewberry's Proposal will be tabled until the October Board Meeting.

Approve Ambrose Landscaping Contract: Tim Glinski moved and Anthony Comer Hill seconded to accept the original bid from Ambrose Landscaping in the amount of \$14,870.00 for landscape construction in connection with the rear parking lot renovation. All present voted aye on a roll call vote. Motion carried.

Mary Kern moved and Judy Koch seconded to accept a second bid from Ambrose Landscaping in the amount of \$10,250.00 for landscape construction in connection with the rear parking lot renovation. All present voted aye on a roll call vote. Motion carried.

Approve Illiana Irrigation Contract: Judy Koch moved and Mary Kern seconded to accept the bid from Illiana Irrigation in the amount of \$10,550.00 for the installation of an underground irrigation system in connection with the rear parking lot renovation. All present voted aye on a roll call vote. Motion carried.

Discussion on Per Capita Grant Requirements. Debbie distributed the library's Strategic Plan for FY2013-FY2016 to the Board for review in connection with this year's Per Capita Grant requirements.

Debbie said that she is required to identify what is believed to be the Lansing Public Library's main strengths, weaknesses, opportunities on the this year's application. It was agreed that the library's many strengths are easily identified, two being outreach and partnerships. The weaknesses discussed were keeping the computer/hardware up to date and insufficient staff training. Opportunities discussed were plans to hire several part-time computer assistants and a marketing person next year to improve our staffing issues, greater trustee involvement to proactively push the library at community functions, expansion of our social media, and the redesign of our interior space. A big threat is the uncertainty of funding and whether the state of Illinois will be able to sustain the per capita grant funds in the future. Another ongoing threat is the loss of quality part-time staff obtaining full-time positions elsewhere.

Carrie Appold declared the September 19, 2013 Lansing Public Library Regular Board Meeting adjourned at 8:04 p.m., and requested that the Board enter into Executive Session to discuss a personnel issue.

The Board entered into Executive Session at 8:05 p.m. Carrie Appold declared the Executive Session Meeting of September 19, 2013 adjourned at 8:15 p.m.

Submitted by

Joan Ridder, Administrative Asst.