

Lansing Public Library  
Board of Trustees  
Regular Board Meeting Minutes  
September 18, 2014

President Tim Glinski called the meeting to order at 7:07pm following the Annual Walk Through.

Present: Anthony Comer-Hill, Bonnie Cuthbert, Tim Glinski, Judy Koch, Jeri Villa

Absent: Aaron Barnes and Mary Kern

Visitors: Dan Eallonardo, Darren Schretter and Patty Higgins

Also Present: Debbie Albrecht, Library Director

**Visitors:** Darren Schretter from Studio GC presented the plans for the interior re-imagining project. If done all at once the project is estimated to take six to eight months at an estimated cost of \$1.8 million. This is a working figure and now we figure out what we can afford. There is flexibility in the equipment and furniture area as we are already purchasing new computers and some needed shelving this year. The project can be spread out over several years if needed but Darren noted that construction costs go up about 7% a year. Debbie will investigate financing for the project and report back to the board. Everyone present liked the plan as presented.

**Approval of Minutes:** Judy Koch moved and Anthony Comer-Hill seconded the motion to approve the July 17, 2014 minutes of the Regular Board Meeting. All present voted aye. Motion carried.

**Approval of Expenditures:** Judy Koch moved and Anthony Comer-Hill seconded to approve payment of the August 2014 bills in the amount of \$85,938.38; the September bills in the amount of \$89,360.88 and the second September bill list in the amount of \$2,079.99. All present voted aye on a roll call vote. Motion carried.

**The Board Accepted the Director and Department Heads' Monthly Reports**

**Friends of the Library:** Friends continue to hold book sales and although revenue is down it is most welcome. Friends were asked to assist in beer sales at Lansing Autumn Fest this year LACE decided to ask non-profits to help and in turn they will give a donation to the respective groups. Friends are pleased to be able to participate in this fundraising effort. I asked the Friends to consider purchasing a portable stage for our concerts and other events. The re-design includes a special closet designed specifically to hold the stage and chairs.

**Grant Opportunity to Rejoin SWAN:** Debbie relayed to the board that RAILS is offering grant funds to cover the cost for member libraries to join existing consortium. Aaron Skog the director of SWAN the catalog used by nearly 80 area libraries made us aware of the opportunity. Aaron knew that we were interesting in re-joining SWAN and had made inquires to do so several years ago. At the time it was cost prohibitive so we upgraded our own catalog to SirsiDynix's Symphony product. Aaron assisted Debbie and Kelli in preparing the application. The entire staff hopes we will be able to rejoin SWAN. It will make access to materials so much easier for our patrons. They will only need to search one catalog to see what is available in the almost 80 SWAN libraries. SWAN is in the process of migrating to Symphony so the transition will be easy for us. It will also lighten our work load in several areas. We will probable see an increase in inter-library loan. So workloads will shift. We will find out if we are awarded the grant in October.

**Staff In-Service Big Success:** Everyone enjoyed our recent In-Service a day full of games with a learning purpose, Debit/Library Card update and Active Shooter training and a nice lunch at Bakers Square. The entire staff learned some new things about their library they can now share with patrons. And we have learned what to do to be as safe as possible in the event of an active shooter.

**Approve Purchase of Mobile Shelving:** Debbie presented a quote for mobile shelving from Gaylord to house our biographies and other materials when we do our remodel of the upper level. Judy Koch moved and Jeri Villa seconded the motion to approve the \$15,447.15 expenditure. We want the shelving to match what we already had so we are making the purchase at this time while they are still available. All present voted aye on a roll call vote. Motion carried.

**Per Capita Requirements:** Judy Koch and Tim Glinski reported that they had watched the Edge Initiative webinar. This is a requirement for this year's per capita grant. The entire staff has also viewed the webinar.

**Requirements and Deadlines for Running for a Library Board Seat in April 2015:** Debbie gave candidate packets to Bonnie Cuthbert and Jeri Villa that need to be completed if they would like to run for the seats to which they have been appointed. The election for open library board seats will be in April 2015. Board members are elected to six year terms. A brief explanation of the process was presented.

**Staff Update:** Patti Baker will retire on November 15, 2015. Patti has worked at the library for nearly ten years. She is a master at presenting story times and our youngest patrons and their parents will miss her as will the entire staff. We have been blessed to have Patti with us. Debbie explained why she would like Elizabeth to be made a permanent part-time employee. The ITI

department needs to have three staff members on duty for the after school hours to control and service patrons at this time. Keeping Elizabeth enables us to do that and she is a terrific asset to the library. Jeri Villa moved and Bonnie Cuthbert seconded the motion to make Elizabeth Ehrhardt a permanent 15 hour part-time employee. All present voted aye on a roll call vote. Motion carried.

**It was not necessary to hold an executive session.**

Tim Glinski declared the Regular September 18, 2014 Board Meeting adjourned at 9:05pm.

The next board meeting will be on October 16, 2014.

Submitted by, Bonnie Cuthbert