

Lansing Public Library
Board of Trustees
Regular Board Meeting Minutes
April 21, 2016

President Tim Glinski called the meeting to order at 6:35 pm.

Present: Anthony Comer-Hill, Bonnie Cuthbert, Tim Glinski, Mary Kern, Judy Koch, Sharon Novak and Jeri Villa

Visitors: Dan Eallonardo, Independent Construction and Darren Schretter, StudioGC.

Also Present: Debbie Albrecht, Library Director and Eleanor Borys, Administrative Asst.

Visitors: Dan Eallonardo explained the revised budget line by line, also explained what the additional cost were in the new budget. Adding signage, moving phone system (which will make it voice over IP ready) for the near future. The library is in good shape with the bids. General time frame after acceptance of the bids; Dan said we are hoping around mid-May to start phase one thru the end of September. Darren said with the recommendation of Dan and the Boards approval to except the lowest responsible/reasonable bidder. He also explained that one bid asked to withdraw the bid, they under bid because they missed some of the scope of work. We meet all legal requirements and allowed them to withdraw.

Vote to Approve Bids for Remodel Project: Bonnie Cuthbert moved and Sharon Novak seconded the motion to approve the Bid-Trade Contracts in the amount of \$1,439,924.00. All Present voted aye. Motion carried.

Correspondence: Debbie explained about a recent complaint received from a Marge Ford, and that she is in the process of getting some information from the Library employees. Debbie also shared a thank you note from the Lansing Food Pantry.

Approval of Minutes: Judy Koch moved and Mary Kern seconded the motion to approve the March 17, 2016 minutes of the Regular Board Meeting. All present voted aye. Motion carried.

Approval of Expenditures: Judy Koch moved and Sharon Novak seconded to approve payment of the April 2016 regular/prepaid bills in the amount of \$163,075.67; and the additional April bill list in the amount of \$7,805.00. All present voted aye. Motion carried.

The Board Accepted the Director and Department Heads' Monthly Reports:
Debbie said that PLA was very useful for those who attended.

Parade Marchers Welcome: Debbie reminded all board members they are welcome to join the Library on May 7, 2016 “Hats Off to Lansing” parade.

Reminder File Ethics Statement: Debbie Albrecht asked if everyone has filed the required Ethics Statement with the Cook County Clerk. Debbie asked if the trustees would give her copies, so that she can keep in their files.

Approve the Director’s Ability to Enter Agreement Up to \$15,000 During Construction:

Jeri Villa moved and Sharon Novak seconded the motion to approve the Director’s Ability to Enter Agreement Up to \$15,000 during construction. All present voted aye. Motion carried.

Approve of Picture Book and Parent Shelving Purchase for IT & I: Sharon Novak moved and Judy Koch seconded the motion to purchase shelving for the IT & I department in the amount of \$19,999.99. All present voted aye. Motion carried.

Presentation, Discussion and Approval of FY16/17 Budget: Debbie explained how the salary adjustments for the staff were calculated for FY16/17 budget. The Director’s salary adjustment would have to be determined by the Board in an Executive Session. Judith Koch moved and Jeri Villa seconded the motion to approve FY16/17 Budget. All present voted aye. Motion carried.

Executive Session: Sharon Novak requested the Regular Board Meeting enter into Executive Session at 8:10 p.m. to discuss the Director’s salary adjustment of the proposed 2016/17 budget.

Re-Adjourn Meeting: Tim Glinski called the Regular Board Meeting back to order at 8:35 p.m.

Vote on Status of Executive Session: Judith Koch moved and Jeri Villa seconded the motion on the Director’s salary adjustment. All present voted aye. Motion carried.

Tim Glinski declared the Regular April 21, 2016 Board Meeting adjourned at 8:53 pm.

The next board meeting will be on May 19, 2016.

Submitted by, Eleanor Borys, Administrative Asst.