

**Lansing Public Library  
Board of Trustees  
Regular Board Meeting  
April 20, 2006  
Minutes**

President Tom Nowak called the Lansing Public Library's April 2006 Regular Board Meeting to order at 6:45 P.M.

Present: Laura Hyzy, Mary Kern, Bob Lauer, Tom Nowak, Howard Schug

Absent: Carrie Appold, Bob Reich

Also Present: Patricia Higgins, Interim Director  
Joan Ridder, Administrative Asst.

Visitors Present: Debbie Albrecht, Paula Else, Jan Gadus, Sandra Iosue, Irene Sherlund, Kelli Staley

**Approval of Minutes.** Bob Lauer moved and Howard Schug seconded to approve the March 16, 2006 minutes of the Regular Board Meeting. Motion carried.

**Approval of Bills.** Bob Lauer moved and Bob Reich seconded the approval of the April bills in the amount of \$63,130.41 and the Additional April bills in the amount of \$5,431.86. All present voted aye on a roll call vote. Motion carried.

**Financial Report.** Howard Schug reported that more than 91% of the fiscal year is over and 88% of the budget has been spent. There was a discussion about establishing a Reserve Fund for the balance of unspent revenue remaining in our 2005/2006 budget at the end of the fiscal year. Patricia Higgins contacted our attorney about this and distributed a sample form to the Board for their perusal. A declaration must be made within two years after establishing the fund as to what this money will be spent.

**Discussion of Director's Report and Department Head Reports**

Tom Nowak commented on the success of last Saturday's library event highlighting "Come See Children's Minds Soar at your Library," marking the unveiling of the tabletop tri-motors painted by local schoolchildren. Approximately 350 people attended, and many are still coming in to view the planes and sign the guest book.

Patricia Higgins updated the Board about the skylight problem. A company from Lockport is coming to inspect the area that is believed to be causing some of the roof leaks and stained ceiling tiles.

De Young Furniture sent their tile man to the library to inspect the damaged area near the front entrance. He informed Tony Kieltyka that the problem is more extensive than it originally appeared to be. He is getting back to us with pricing for 1) repairing or 2) replacing all of the tile. Tom Nowak requested that Joan Ridder check with Bob Reich again about his contact for this job.

Regarding the status of the Veicon problem, Patricia Higgins informed the Board that the server is up and running. Although they were having financial problems, Kelli Staley stated that supposedly their business is good at present. Tom Nowak requested holding any bills that come in from them for the Board's approval.

Laura Hyzy expressed her approval of the idea the staff has for Amnesty Week in June, at which time overdue fines will be waived, and agrees that this will cultivate good will in the community.

Kelli Staley was congratulated by Laura Hyzy for being recognized by MLS for innovations on the website.

Laura Hyzy also commended Sandra Iosue and Jan Gadus after receiving positive comments about them from a library patron she recently encountered.

### **Unfinished Business.**

#### **1. Preliminary Budget**

Patricia Higgins distributed preliminary budget figures to the Board. A special budget meeting was tentatively set for May 11, depending on the availability of board members.

### **New Business.**

#### **1. Naming of Book Sale Room**

Laura Hyzy moved and Bob Lauer seconded to approve the naming of the new Book Sale Room after Winnie Edwards Gaetze who served as Lansing Public Library's Director from 1945 – 1965. A plaque is to be purchased by the Friends and will hang in the Book Sale Room detailing this information. All present voted aye on a roll call vote. Motion carried.

#### **2. Approval to replace two shelvers for adult section**

Howard Schug moved and Bob Lauer seconded to approve the replacement of two shelvers for the adult section of the library. All present voted aye. Motion carried.

#### **3. Novacon contract renewal**

The Board agreed with Patricia Higgins' recommendation to renew the Novacon contract for two years as there will be no price increase for that time period and service has been very satisfactory.

#### **4. SirsiDynix Contract (not due until July)**

Patricia Higgins informed the Board that a preliminary invoice has been sent by SirsiDynix for the contract renewing July 1 in the amount of \$27,435.96. The Board agreed to have Patricia Higgins return the signed pre-audit packet to them by May 6, 2006 as they have requested.

### **Additional Items**

The Board will convene April 27 at 6:30 P.M. at a closed meeting to discuss the interviewing procedures for applicants for the Director's position. Tom Nowak requested that the Department Heads compile a list of questions they would like the candidates to address.

Debbie Albrecht spoke to the Board about 2 grants she hopes to apply for; one for ESL materials and one for funds for an all day workshop called "Bridges out of Poverty." This presentation would be very helpful to staff so that they understand different mindsets of people in different economic classes.

In September, the library will be partnering with South Area Literacy Council to train volunteers to help with their adult literacy program and with ESL learners. The first mandatory training session will be offered here September 21, 23 and 30, 2006 to individuals interested in becoming tutors. Another session will be November 2, 4 and 11, 2006.

Tom Nowak declared the meeting adjourned at 7:30 P.M.

Submitted by

Joan Ridder, Administrative Asst.

