

**Lansing Public Library  
Board of Trustees  
Regular Board Meeting  
August 18, 2005  
Minutes**

Lansing Public Library's August 2005 Regular Board Meeting was called to order by Laura Hyzy at 6:35 P.M.

Present: Carrie Appold, Laura Hyzy, Mary Kern, Bob Lauer, Bob Reich, Howard Schug  
Absent: Tom Nowak

Also Present: William Babcock, Library Executive Director, Patty Higgins, Asst. Director,  
Joan Ridder, Administrative Asst.

Visitors Present: Debbie Albrecht, Paula Else, Sandra Iosue, Irene Sherlund

**Approval of Minutes.** Howard Schug moved and Bob Lauer seconded to approve the minutes of the Regular Board Meeting of July 21, 2005. All present vote aye. Motion carried.

**Approval of Bills.** Bob Lauer moved and Mary Kern seconded to pay the August 2005 bills in the amount of \$72,299.04 and the Additional August 2005 bills in the amount of \$1,462.92. All present voted aye on a roll call vote. Motion carried.

**Financial Report.** Howard Schug informed the Board that there is \$160,455.52 in the Library's general account. We have spent 21% of our annual budget and are 25% through the fiscal year. The Village Treasurer expressed concern that we may be out of money soon due to the fact that Real Estate Tax Collections are not expected until November. Howard Schug informed the Board that the Village still has not signed a contract with the Police and Fire Departments, therefore, no raises have been approved as yet. When this occurs, the increase will be retroactive to May 1<sup>st</sup>.

**Communications.** Laura Hyzy informed the Board of a letter sent to Director Babcock with a copy to Board President Tom Nowak from David Seleb of MLS. At the Trustee Orientation Workshop on July 26, David Seleb offered to supply Tom Nowak with some additional information on the creation of grievance procedures. If this information is still desired, he asks that Director Babcock or Tom Nowak contact him.

Debbie Albrecht was pictured with Mayor Dan Podgorski in a recent photo in the Times looking over one of the "Tri-Motors" coming to Lansing soon and available for purchase. Debbie Albrecht explained to the Board that this is a total Village project; sponsored by the Lansing Historical Society. The undecorated planes with over a 5' wingspan are available for purchase for \$1,400. The tri-motors will go along with the theme of the Lansing schools "Come See Children's Minds Soar." One of the two remaining tri-motors still flying will be at Lansing Airport in February for the unveiling of the event. Rides will be offered for \$40. Debbie Albrecht is excited that our visibility in the community will be greatly increased with the purchase of one of these display models. The public is invited to the Ford Hangar at Lansing Airport Friday, August 19 from 5-7 P.M. to learn more about this project. Debbie encouraged the Board to attend this function.

## **Discussion of the Director's Report**

Bob Lauer questioned Director Babcock about the telephone contract he recently signed with SBC, as he was of the opinion that the Board was supposed to review all future contracts before they went into effect. Bob Lauer also asked Director Babcock if he had obtained other bids for this service in the attempt to save the Library money. Director Babcock informed the Board that this appears to be the best way to go, and that our bills should be consolidated now and the monthly fee should be reduced. Director Babcock stated that it was a matter of urgency to get the new plan established. Laura Hyzy asked that Director Babcock report back on the monthly telephone bill savings at the next board meeting.

Patty Higgins informed the Board that soon it will be time to book the CODI conference she and Kelli were planning to attend in Minneapolis, however, with only \$600 left in the Training budget, she was wondering what they should plan on doing. She suggested that perhaps only one of them should attend this year. Laura Hyzy requested that Patty prepare a proposal for the September meeting outlining the cost of the trip.

## **Old Business.**

1. **Veicon.** Director Babcock informed the Board that we are still having problems with Veicon Technology, and have not mailed their check for \$5,332.50 as yet. After Director Babcock and Patty Higgins explained the situation to the Board, Bob Lauer suggested that Director Babcock write a letter to the head of Veicon Technology explaining why we are withholding payment and are charging them back the \$337.50 fee that we incurred from SR Squared for coming out to try to rectify this printing problem.

**Salary Schedule and Adjustments**---After Director Babcock distributed a paper requesting salary adjustments for several employees in Circulation due to the new minimum wage requirement, several questions were asked by the Board. Paula Else explained that they had decided not to replace Circulation Clerk Maurice Wright at this time and instead attempt to give the current Circulation Clerks slightly higher salaries to compensate for the raise in the minimum wage. Bob Lauer asked if they did not need to replace a clerk, why was one hired in the first place?

Carrie Appold reiterated that there should be a salary schedule that should be readily available showing position and starting salaries for the entire staff, as well as the steps necessary for increases, such as formal education, seniority, experience in the workplace, etc. Director Babcock stated that the Library never had a set salary schedule, and although he had begun working on one, it was never put on paper. He wants to get everyone's salary in step with the minimum wage, but if that is done, he believes we will be well over budget. Laura Hyzy asked that Director Babcock follow-up on when the Laconi Salary Survey is due to make sure we are included this year. Laura Hyzy asked that further discussion of the salary schedule be put on next month's agenda.

## New Business.

### 1. **New Outside Doors for the Book Sale Room**

After Bob Lauer questioned Director Babcock about why he didn't try to get at least two additional quotes from local businesses for the two outside replacement doors in an attempt to keep the business in Lansing, Bob Reich moved and Mary Kern seconded the purchase of two Basement Exit Doors from Great Pines Door Company in Woodridge, Illinois at a total price of \$1,932.70. All present voted aye on a roll call vote.

Bob Lauer moved and Carrie Appold seconded to rescind the previous vote for 2 Basement Exit Doors from Great Pines Door Company, and Director Babcock was asked to get two other comparable quotes from Lansing contractors. Carrie Appold, Laura Hyzy, Bob Lauer, Bob Reich abstained, Howard Schug voted no. Motion passed.

### 2. **Approval of Annual Report**

The Annual Report was passed to Board Officers for their signatures. Director Babcock was asked to inform the State of address corrections.

### 3. **Minolta Printer/Copier Information**

The Board went over the repair information presented by Joan Ridder for the Minolta Model CF2001 Printer moved recently from the Board Room to the Youth Services Dept. and leased at \$483.00 a month until June, 2007. In addition to the monthly lease payment, it will cost over \$4,000 for upgrading the unit and for a one year Service Contract. In view of this, the Board recommended Director Babcock contact AT Business Products about the possibility of placing the Toshiba printer recently quoted by AT Business at a total cost of \$4,499.00 in Youth Services for a week or two for demo purposes. Director Babcock was asked to notify the Board by phone or at the next meeting the outcome of this trial. If staff approves of this copier's performance upon evaluation, it would be a more economical way to go.

Laura Hyzy asked Director Babcock if he has chosen a date for next In-Service Day. Director Babcock was asked to provide a date at the September board meeting.

In summary, Laura Hyzy reminded Director Babcock to put the following on the September agenda:

1. Compensation Scale
2. Door Quotes
3. Minolta Update
4. Laconi Salary Survey
5. In Service Day Date
6. Hours of other Libraries
7. Facilitator for Long Range Planning

There being no further business, Laura Hyzy declared the meeting adjourned at 8:25 P.M.  
Submitted by

Joan Ridder, Administrative Asst.

