

# **Minutes for December 12, 2002**

## **Board Meeting**

**Lansing Public Library  
Board of Trustees  
Regular Board Meeting  
December 12, 2002  
Minutes**

Lansing Public Library's December 12, 2002 Regular Board Meeting was called to order by Tom Nowak at 6:30 P.M.

Present: Larry Ginensky, Bob Lauer, Tom Nowak, Howard Schug, Bill Streeter

Absent: David Rodriguez

Also Present: William Babcock, Library Director, Patricia Higgins, Asst. Library Director

Visitors present: Ed Lugowski, Kenn Block of American Mechanical and Mark Torphy of Southwest Town.

**Approval of Minutes.** Howard Schug moved and Bill Streeter seconded that the minutes of the meeting of Nov. 21, 2002 be approved as presented. All present voted aye. Motion carried.

**Approval of Bills.** Bills were presented in the amount of \$59,149.14 for November, 2002. Bill Streeter moved and Howard Schug seconded to accept the bills as presented. All present voted aye on a roll call vote. Motion carried.

**Financial Report.** Bob Lauer reported that \$5,007.30 and \$271.04 was transferred from the general account to the bond account.

Most of the expected real estate tax has been collected. Mr. Lauer requested that we keep track of tax money collected vs. the amount levied to make sure the amounts match at the end of the year.

According to his figures our cash on hand as of Dec. 2 is \$357,000. Payroll expenses through March 2 will total \$215,000. That leaves \$140,000 for all other expenses for the next 4 months.

On June 1, 2003 there is \$13,000 interest due on the bond.

**Communications.** A thank-you note was received from Lynne's daughter. Also, we received written notification from the secretary of state's office that we will receive \$35,415 from the per capita grant.

**The Executive Director's Report.** Mr. Babcock reported that Bob Gross will be out at least 6 weeks. Also, John Jazak was out sick with an infection. The Horizon project would be starting with a conference call the following Wednesday.

### **Old Business.**

**Old Business.** The board voted to vacate all the bids from October 17, 2003. The motion was made by Bob Lauer and seconded by Bill Streeter. In a roll call vote: Yes: Larry Ginensky, Bob Lauer, Tom Nowak, and Bill Streeter. No: Howard Schug. Motion carried.

A motion was made to reject all the bids from Oct 17, 2003. In a roll call vote: Yes: Larry Ginensky, Bob Lauer, Tom Nowak, and Bill Streeter. No: Howard Schug. Motion carried.

### **New Business.**

#### **Thin client workstations:**

There was discussion of using thin client workstations for public access workstations, replacing our aging PCs before the Horizon migration. The necessary equipment and licenses are available through Veicon. We can have a lease agreement of \$590.24 per month with a cost of \$300 per workstation.

Bill Streeter moved and Bob Lauer seconded that the board authorize Mr. Babcock to sign a 60-month lease and to spend up to \$6,000 to purchase the necessary equipment. In a roll call vote: Yes: Larry Ginensky, Bob Lauer, Tom Nowak, Howard Schug, Bill Streeter. Motion carried.

#### **Martin Luther King, Jr. holiday:**

In accordance with the Village, the board moved that the library be closed on Martin Luther King, Jr. day. Motion carried.

#### **HVAC bid:**

Bids were opened and evaluated for the HVAC project. After discussion and a recommendation from Mr. Lugowski, Bill Streeter motioned and Howard Schug seconded that the board waive the request for calendar dates and accept the bid from Amber Mechanical, as the low-bidder for the base bid and alternates 1 and 2 using Engineered Air. In a roll call vote, all voted aye. Motion carried.

**Adjournment:** There being no further business, Tom Nowak declared the meeting adjourned at 7:20 P.M. The next regular board meeting will be January 16, 2003.

Submitted by Patricia Higgins, Asst. Director

posted 2/18/03