

**Lansing Public Library
Board of Trustees
Regular Board Meeting
December 16, 2004
Minutes**

Lansing Public Library's December 2004 Regular Board Meeting was called to order by Tom Nowak at 6:30 P.M.

Present: Larry Ginensky, Laura Hyzy, Suzanne Holba, Mary Kern, Bob Lauer, Howard Schug
Tom Nowak

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

Visitors Present: Kelli Staley, Sandra Iosue

Approval of Minutes. Laura Hyzy moved and Bob Lauer seconded that the minutes of the Regular Board Meeting of November 18, 2004 be approved as presented. All present voted aye. Motion carried.

Approval of Bills. Bob Lauer moved and Laura Hyzy seconded to pay the December bills in the amount of \$87,902.96 as presented. All present voted aye on a roll call vote. Motion carried. Additional December bills were presented in the amount of \$5,731.92. Bob Lauer moved and Laura Hyzy seconded to pay these bills as presented. All present voted aye on a roll call vote. Motion carried.

Financial Report. Bob Lauer reports that as of 12/15/04, there is \$365,145.84 in the library's general account after the Principle and Interest payment of \$53,650.00. There is \$149.08 left in the IPTIP account. The balance in the bond account is \$1,072.11. \$630,000 has been collected thus far in the first installment of tax revenue. More revenue will start coming in in March.

Director Babcock suggested that the Board start thinking about how much money to reserve in next year's budget.

Bob Lauer informed the Board that we are 58% through the year and have expended 60% of the budget.

Correspondence. Director Babcock informed the Board of thank you notes received from several staff members for flowers sent to them while they were ill. He also read a thank you note from patron Marie Haak. Her note, accompanied by a check, expressed her appreciation for the Lansing Public Library. She also thanked the women in Adult Services for the many hours of enjoyment she has from their Book Discussions.

Director's Report

Director Babcock heard from the architectural firm working on the Book Storage Room. They are attempting to get the Village of Lansing to waive some of the restrictions which would lower the cost \$9,000. The architects are also inquiring about original drawings for the building. Since the Village does not have this information, they are going to the County for the easement requirements.

Tom Nowak congratulated Director Babcock on completing the Advanced Professional Graduate Business Certificates in Management and Leadership.

Suzanne Holba inquired as to whether we should have trustee election materials available at the library for those people interesting in running for office. She suggested further discussion of this matter, since many libraries do offer this convenience. Director Babcock expressed reservations about this, but Tom Nowak asked Director Babcock to phone the Board of Elections to see if they would send ten packets to our library. The Board agreed that Director Babcock should add a disclaimer to each packet before they are made available to the public.

Laura Hyzy asked Patty Higgins how long the library keeps periodicals. Patty told the Board that we are keeping periodicals four years, but we may drop the paper format for some of the magazines and get rid of the back issues. Reference is currently doing statistics on some of the periodicals to see what should be cancelled and what should be made available only on the Internet.

Old Business

- 1. ILA Report from Suzanne Holba**
- 2. Trustee Workshop Report from Laura Hyzy**
- 3. Changes to Community Room Policy**

The Board considered Kelli Staley's recommendations for the Community Room Policy. Suzanne Holba suggested eliminating the 501c3-form requirement from the policy, since this form is 29 pages in length and may deter many groups from attempting to rent the room. Tom Nowak said he believes a one-time rental fee of \$25 would be appropriate, as Director Babcock stated at the bottom of Kelli's memo dated 12/8/04.

The Board agreed to reread the Community Room information, and after final discussion at the next meeting, vote on the new policy.

4. Part-time Staff Paid Time Off Benefit

Laura Hyzy moved and Mary Kern seconded that the Part-time Staff Paid Time Off Benefit remain unchanged at the present time. The Board will reevaluate this matter in the future.

5. Book Sale Room

As Director Babcock reported earlier, the architect is still compiling final information.

Tom Nowak moved to enter into Executive Session at 8:10 P.M. to discuss personnel issues. Bob Lauer seconded. All present voted aye.

The Board returned from Executive Session at 8:45 P.M. Roll call: Larry Ginensky, Laura Hyzy, Suzanne Holba, Mary Kern, Bob Lauer, Tom Nowak, Howard Schug.

Howard Schug moved and Larry Ginensky seconded to increase salaries as discussed. All present voted aye on a roll call vote. Motion carried.

Tom Nowak declared the meeting adjourned at 8:46 P.M.

Submitted by

Joan Ridder, Administrative Asst.