

**Lansing Public Library  
Board of Trustees  
Regular Board Meeting  
December 15, 2005  
Minutes**

Lansing Public Library's December 2005 Regular Board Meeting was called to order by Laura Hyzy at 6:30 P.M.

Present: Carrie Appold, Laura Hyzy, Mary Kern, Bob Lauer, Howard Schug

Absent: Tom Nowak, Bob Reich

Also Absent: William Babcock, Executive Director

Also Present: Patty Higgins, Assistant Library Director  
Joan Ridder, Administrative Asst.

Visitors Present: Debbie Albrecht, Paula Else, Jan Gadus, Gale Guzman, Valerie Higgins,  
Sandra Iosue, Kelli Staley

Laura Hyzy requested the Board enter into Executive Session to discuss salary adjustments for specific staff at 6:32 P.M. All present voted aye on a voice vote. The Board returned from Executive Session to reenter the Regular Board Meeting at 7:25 P.M. Present at Roll Call were: Carrie Appold, Laura Hyzy, Mary Kern, Bob Lauer, Howard Schug

**Approval of Minutes.** Howard Schug moved and Mary Kern seconded to approve the November minutes of the Regular Board Meeting. Motion carried.

**Approval of Bills.** Bob Lauer moved and Carrie Appold seconded the approval of the December bills in the amount of \$69,493.71 and the Additional December bills in the amount of \$2,001.30. All present voted aye on a roll call vote. Motion carried.

**Financial Report.** Howard Schug informed the Board that at the present time there is \$474,588.89 in the Library's general account. We are 58.33% through the fiscal year and have expended 54% of the annual budget. According to Howard Schug, things are heading in the right direction. His goal is to stay six points below (each point equaling \$15,000,) enabling the library to come out ahead at the end of April.

In view of Director Babcock's resignation the first of the year, the Board unanimously agreed that a key to the building should be given to Trustee President Tom Nowak in the event of an emergency.

**Communications.** Laura Hyzy informed the Board of a thank you card received from Director Babcock for his farewell gift from the Board. A thank note was also received from Norma Jansma for large print books donated to her assisted living residence in Manteno, IL. Patron Marie Haak sent a check and Christmas card “to one of her favorite places,” with special thanks to Sandra, Jan & Susan in Adult Services for their kindnesses. Laura Hyzy displayed the 2005 Adult Services Scrapbook to the other board members. This book was compiled by Susan Schmidt and detailed all of the activities hosted by the Library in the past year.

Director Babcock’s monthly report and Department Head reports were discussed.

Laura Hyzy commented on Kelli Staley’s report about her trip to CODI and the good comments Kelli received regarding Lansing Public Library’s advancement in technology. Laura suggested Kelli mention some of this information in future library newsletters to show Lansing taxpayers the library’s technology is “cutting edge.” Kelli informed the Board that she is only teaching “hands-on” computer classes at the present time.

**Ongoing Business.** Laura Hyzy stated that the Board must reschedule the Executive Session meeting cancelled December 8 due to bad weather.

Laura Hyzy suggested that the Board begin the Long Range Planning process soon.

### **Old Business.**

#### **1. Revision of Part-time Staff’s Paid Time Off Policy.**

Howard Schug moved and Bob Lauer seconded to accept the part-time staff policy revision and incorporate it into the Lansing Public Library Personnel Policy Manual. This revision, as stated in Director Babcock’s memo of November 21, 2005, reads: “Current part-time staff hired before January 1, 2006 will continue to earn vacation time based on the hours they average each week, and as constrained by the Personnel Policy Manual.

All other paid time-off benefits would no longer be available to any part-timer.

Part-time staff hired after January 1, 2006 would receive no paid time-off benefits.”

All present voted aye on a roll call vote. Motion carried.

#### **2. Request for needed Salary Adjustments.**

Salary adjustment requests were discussed in the Executive Session meeting.

### **3. Library's Shortened Hours Schedule**

After discussing the ramifications of shortening the library hours, Howard Schug moved and Mary Kern seconded changing the Library's hours effective January 1, 2006. The new hours will be: Monday thru Thursday, 9:00 A.M to 8:00 P.M., Friday and Saturday, 9:00 A.M. to 5:00 P.M. All present voted aye on a roll call vote. Motion carried.

The Board reassured staff present that the new hours are on a trial basis and will be reevaluated after one year.

### **4. Copier Purchase for Youth Services**

Debbie Albrecht informed the Board that she is now handling the copier recommendation. She has been unable to get in touch with the Canon sales representative thus far, but hopes to have a meeting with him before the next board meeting. After obtaining the Canon proposal, a comparison can be made between their price, AT Business' quote, and the Minolta quote.

## **New Business.**

### **1. In-Service Day (A.M.) January 20, 2006**

Debbie Albrecht requested an In-Service Morning for all staff on Friday, January 20 from 9:00 to noon, with one of the trustees in attendance to answer any questions presented by the staff. All staff in attendance would be paid for the morning. Regular library hours would resume at 1 P.M. Howard Schug moved and Laura Hyzy seconded the approval of this meeting. All present voted aye. Motion carried.

Sandra Iosue informed the Board that the Friends of the Lansing Library raised \$580 at their Bake Sale on December 3.

Debbie Albrecht informed the Board that the Library's theme for the coming year will be "Lansing Public Library Soars at 70" to coordinate the library's 70<sup>th</sup> anniversary with the village wide tri-motor airplane celebration. The Library's first event will be a January 7 Book Sale where all books will be on sale for 70 cents.

Prior to adjourning, Laura Hyzy announced that Patty Higgins would be the Library's Acting Director as of January 4, 2006, if staff has any questions or problems. Director Babcock's last day will be January 3, 2006.

Patty Higgins requested and received the Board's approval to order nine copies of Illinois Library Law for the trustees, director, and the library collection.

Laura Hyzy voted to enter into Executive Session to discuss personnel issues after adjournment of the Regular Board Meeting. All present voted aye in a voice vote. Laura Hyzy declared the Regular Board Meeting adjourned at 8:15 P.M.

Submitted by  
Joan Ridder, Administrative Asst.

