

**Lansing Public Library
Board of Trustees
Regular Board Meeting
February 19, 2004
Minutes**

Lansing Public Library's February, 2004 Regular Board Meeting was called to order by Bob Lauer at 7:20 P.M.

Present: Suzanne Holba, Laura Hyzy, Bob Lauer, Howard Schug.

Absent: David Rodriguez, Tom Nowak, Mary Kern

Also Present: William Babcock, Library Executive Director, Patricia Higgins, Assistant Director.

Visitors Present: Debbie Albrecht, Gail Guzman

Approval of Minutes. Laura Hyzy moved and Suzanne Holba seconded that the minutes of the meeting of January 15, 2004 be approved as presented. All present voted aye. Motion carried.

Approval of Bills. Bills were presented in the amount of \$76,034.39. Laura Hyzy moved and Howard Schug seconded to pay the bills as presented. All present voted aye on a roll call vote. Motion carried.

Financial Report. Bob Lauer reported that the library currently has \$26,594.00 in the bond account and \$242,966.00 in the general fund. This puts the library in a good position as tax revenue begins to come in again at the end of March and the beginning of April. This represents significant improvement over previous years. Right now we have expended 69% of the budget and we are 75% through the fiscal year.

Communications. Suzanne Holba said she spoke to teachers at district 171, Nathan Hale about the Board opening. She also reported on several articles that other board members may find interesting in recent issues of American Libraries, the American Library Association publication. Based on questions she has heard in the community she asked if library workers are in any kind of union and can they be fired. There is no library union. Suzanne also wondered if it would be possible to subscribe to American Libraries for all the board members so they can keep abreast of current information about libraries. She also raised a question about how board members should try to keep up with current information.

Laura Hyzy mentioned that there is an upcoming workshop on March 25, 2004 at 5:30 at SLS called "Nitty Gritty Trustee Series: Law and Finance". She distributed copies of the flyer in case others would be interested in attending.

Director Babcock reported that he has had some contact with individuals interested in applying for the opening on the library board. So far he has received one letter and resume, one additional letter of interest and one telephone call. Those interested will be invited to attend the next library board meeting.

It was decided that March 1 should be the cut-off for accepting letters and applications. As of that date the information will be removed from the library website.

The Board Accepted the Director's Report.

Director Babcock explained that there have been staff complaints and concerns about board members requesting special privileges at the library. Mr. Babcock explained that some procedures are based on current laws and it puts front line staff in an awkward position if they are asked to circumvent these procedures. The board agreed that no one on the board should expect special treatment as patrons.

Director Babcock is trying to secure the services of a plumber to relocate the sink in the Youth Services area. Several carpeting estimates have been received and are being considered for the remodeling in Youth Services.

A question was raised about asking for certificates of insurance from contractors doing work in the library. This will be explored further by asking the Village if they require such a document and just what liability the library has when we have workers in the building.

Bids are being taken for the removal of the glass wall/entryway to Youth Services.

New Business

1. **Election of Vice President of the library board.** This was requested to be added to the agenda. After brief discussion, Howard Schug nominated Laura Hyzy to be Vice President. There was a unanimous aye vote to elect her.
2. **Purchase request for furniture for the new Youth Adult/Teen area.** There is sufficient money left in the bond account to pay for the furniture. Laura Hyzy motioned and Howard Schug seconded the motion. Motion passed on a roll call vote.
3. **Walk around done last summer.** The board would like the list brought to the next meeting so priorities could be set for repairs and needed improvements noted during the walk around.
4. **Standing Committees.** Suzanne Holba wondered about the standing committees referred to in the library policy. It was explained that the concept of standing committees was discontinued when the board started having committee of the whole meetings a number of years ago. After brief discussion the reference to standing committees will be left in the policy in case the need arises in the future for smaller committees.

The next regular Board Meeting will be March 18, 2004.

There being no further business, Bob Lauer declared the meeting adjourned at 8:03 P.M.

Submitted by

Patricia Higgins, Assistant Director