

**Lansing Public Library
Board of Trustees
Regular Board Meeting
February 17, 2005
Minutes**

Lansing Public Library's February 2005 Regular Board Meeting was called to order by Tom Nowak at 6:45 p.m.

Present: Laura Hyzy, Mary Kern, Bob Lauer, Tom Nowak, Howard Schug

Absent: Larry Ginensky, Suzanne Holba

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

Visitors Present: Debbie Albrecht, Gail Guzman, Irene Sherlund, Kathy Gough, Wilma Ellison, Barb Milton

Approval of Minutes. Motion was made by Howard Schug and seconded by Mary Kern to approve the minutes of the January 20, 2005 meeting.

Approval of Bills. Bob Lauer moved and Laura Hyzy seconded to pay the February 2005 bills in the amount of \$67,676.59, minus the duplicated bills and the removal of the bill to renew Cybrarian pending verification. All present voted aye on a roll call vote. Motion carried.

Financial Report. Bob Lauer reports that there is approximately \$160,000 in the library's general account. Deposits through January 31, 2005 equal \$704,899.00.

As of 1/31/05, 48% of the anticipated revenue had been collected.

Bob Lauer reported that the library is 75% through the fiscal year, and 78% of the total budget has been spent. It was commented that the Lease/Purchase Equipment line is significantly over budget. The other bigger than anticipated expenditures are Workman's Comp, Employee Insurance, and Computer Service. The loan payments also are a significant expense.

Communications. Four thank-you notes were received from members of Friends for the luncheon held in their honor on February 5.

A letter was received from the Illinois Secretary of State confirming that we will receive the Per Capita Grant Funds in the amount of \$35,386.67.

Director's Report. Director Babcock described the possibility of accepting credit card payments at the library to pay library fines and fees. This is sponsored through the State Treasurer's office and is called E-Pay. The process would involve linking to a website using the public access computers. Staff would not be involved with handling the credit cards. The patron would use the library terminal to complete their transaction and a confirmation email/receipt will be sent to the library.

Old Business.

1. Revised Community Room Policy

Laura Hyzy moved and Mary Kern seconded a motion to approve the Revised Community Room Policy. All present voted aye. Motion carried.

New Business.

1. First Draft of 2005-2006 Budget

Since the budget is such a large undertaking and requires more discussion and verification of numbers, the board decided to hold a special Budget Meeting on March 1, 2005 at 6:00 p.m. Bob Lauer requested that a report be prepared to show what makes up the various budget amounts.

He also requested a complete list of expenditures for each budget line. We get monthly reports from the Village, but he wanted to see a combined report.

It was also suggested that the library purchase a program such as Quicken to help track our budget.

2. Resolution of Appreciation for Friends of Lansing Library

A resolution of appreciation for the Friends was read and approved by the Board.

3. Approval of Acceptable Behavior Policy

The first draft of the Acceptable Behavior policy was presented. The question was raised as to whether odors from perfumes or colognes would be considered. Director Babcock explained that the policy only addressed odors caused by lack of hygiene.

The policy was tabled until next month.

4. The schedule of meetings for the next fiscal year was adopted.

There being no additional business, Tom Nowak declared the meeting adjourned at 7:45 p.m.

Submitted by

Patricia Higgins, Asst. Director

