

**Lansing Public Library
Board of Trustees
Regular Board Meeting
January 15, 2004
Minutes**

Lansing Public Library's December, 2003 Regular Board Meeting was called to order by Tom Nowak at 6:52 P.M.

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

Absent: David Rodriguez

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

Visitors Present: Debbie Albrecht, Kathy Gough, Gail Guzman, Barb Milton

Approval of Minutes. Suzanne Holba moved and Bob Lauer seconded that the minutes of the meeting of December 11, 2003 be approved as presented. All present voted aye. Motion carried.

Approval of Bills. Bills were presented in the amount of \$64,645.79 for January, 2004 and \$8,098.70 for Supplemental January 2004 List. Laura Hyzy moved and Suzanne Holba 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 \$349,357.26 in the General Fund (including checking and money market,) \$27,344.33 left in the bond account; leaving us in a good position from a cash standpoint. We are two thirds of the way through our budget and have expended 63% thus far. Village Treasurer Butch Kooy advised Director Babcock that \$200,000 of our funds were transferred to a money market account.

Communications. Jan Gadus' monthly publicity recap was included in the board member's packets.

Director Babcock and Patricia Higgins gave the Board a summary of the problem that occurred at the west end of the library this past week. Several young people left obscenities at the computer terminals and left much of the library collection in a state of disorder. Posters were vandalized also in that area.

Howard Schug suggested that we expand our video system to enhance our security system.

Suzanne Holba asked Director Babcock if a "suggestion box" could be posted on our website. Director Babcock informed her that he would talk to Webmaster Kelli Staley about this idea, as well as the possibility of putting a survey in the next newsletter.

The Board Accepted the Director's Report.

Director Babcock informed the Board that the first library newsletter would be going out next week. Suzanne Holba suggested we put the newsletter on the website.

Old Business

- 1. Discussion of Proposed Projects for 2003-2004 was not discussed at the January meeting.**
- 2. Discussion of Proposed Salary Schedule was not discussed at the January meeting.**
- 3. Outdoor Lighting Enhancement in Back Parking Lot**

Director Babcock informed the Board that Lakeside Electric is not getting back to him about working on the Lighting. Suzanne Holba suggested that other companies be contacted for a quotation since this company does not seem interested. The Board recommended that Director Babcock get comparative quotes from area companies before beginning the job.

New Business

- 1. Proposal to raise tuition reimbursement to \$500.00 per class amending present policy.**

Bob Lauer moved and Laura Hyzy seconded the proposal to raise the tuition reimbursement policy to \$500 per class, amending our present policy. All present voted aye on a roll call vote. Motion carried.

- 2. David Rodriguez' Resignation from the Lansing Library Board of Trustees.**

David Rodriguez telephoned Director Babcock recently, informing him that he is resigning from the Library Board and will send his letter of resignation to Director Babcock immediately.

The Board recommended the trustee opportunity for his remaining term be advertised on the website and in the patron electronic newsletter. The new trustee would serve until the next election, which is 2005. Those interested in filling this position will be requested to mail in a resume, either by standard mail or through our website.

The next regular Board Meeting will be February 19, 2004, following the 6:00 Committee of the Whole Meeting.

There being no further business, Tom Nowak declared the meeting adjourned at 7:40 P.M.

Submitted by

Joan Ridder, Administrative Asst.