

**Lansing Public Library
Board of Trustees
Regular Board Meeting
July 17, 2003
Minutes**

Lansing Public Library's July 17, 2003 Regular Board Meeting was called to order by Tom Nowak at 6:50 P.M. (meeting started late due to storm and power outage)

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

Absent: David Rodriguez, Suzanne Holba, Howard Schug

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

Visitors Present: Kathy Gough, Technical Services Associate, Barbara Milton, Technical Services Associate

Approval of Minutes. Laura Hyzy moved and Mary Kern seconded that the minutes of the meeting of June 19, 2003 be approved as presented. All present voted aye. Motion carried.

Approval of Bills. Bills were presented in the amount of \$340,106.40 for July, 2003. Bob Lauer moved and Laura Hyzy seconded to pay the bills presented, but to hold the Amber Mechanical check. All present voted aye on a roll call vote. Motion carried.

Financial Report. Bob Lauer reported that there is \$393,692.00 currently in the library bank account. Recently \$280,000 was moved to a IPTIP account. There was no comment from the village about previous interest that should have been paid. Of the current bills paid, about \$65,000 were regular bills and the rest was for the HVAC project.

Communications. None.

Director's Report. Mr. Babcock said that John would be off work for at least a month as he recovered from surgery.

The riding tractor was going to be sent off for repairs. Also related to custodial services, Mr. Babcock has decided to divide the duties of the custodians. Bob Gross will be responsible for the outside grounds, the HVAC, the meeting and staff rooms. John Jazak will be responsible for all other indoor cleaning and maintenance. Both custodians will report directly to Mr. Babcock.

Mr. Babcock mentioned that the "Sunshine Laws" will be changing and will require tape recordings be made of meetings. In the case of executive session meetings, the tape will be transcribed by the administrative assistant and kept in a closed file.

Mr. Babcock also told the board of the plans being made by Adult Services to be represented at the annual sidewalk sale and the fall organization day.

The Board accepted the Director's report.

New Business

1. Discussion of change to Board By-Laws, Section II. G

After discussion of the phrasing and possible legalities, Laura Hyzy moved and Bob Lauer seconded the motion to rephrase Section II, paragraph G to say, "Individual Board members should not consult with library staff about library business."

2. Discuss Director Evaluation Instrument

The board examined several handouts of forms used by Homewood Library. After discussion it was decided that a better evaluation would be to set long-term and short-term objectives and use the successful completion as an evaluation.

3. August Meeting

The August meeting will be August 21 and will include a board walk-around to examine the library facilities and note repairs or improvements needed.

4. New CD display rack

Mr. Babcock described a new CD display rack that is being proposed to give more display space. Bob Lauer moved and Laura Hyzy seconded that permission be given to Mr. Babcock to order the new display rack. Motion carried.

Adjournment There being no further business, Tom Nowak declared the meeting adjourned at 7:25 P.M.

Submitted by Patricia Higgins
Assistant Director

Posted 8/26/03