

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

Lansing Public Library's July 2004 Regular Board Meeting was called to order by Tom Nowak at 6:30 P.M.

Present: Larry Ginensky, Laura Hyzy, Bob Lauer, Tom Nowak, Howard Schug

Absent: Suzanne Holba, Mary Kern

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

Visitors Present: Debbie Albrecht, Paula Else, Jan Gadus, Kathy Gough, Sandra Iosue, Barb Milton,
Irene Sherlund

Approval of Minutes. Bob Lauer moved and Laura Hyzy seconded that the minutes of the Committee of the Whole meeting and the Regular Board Meeting of July 15, 2004 be approved as presented. All present voted aye. Motion carried.

Approval of Bills. Bob Lauer moved and Laura Hyzy seconded to pay the July bills in the amount of \$77,573.83 as presented. All present voted aye on a roll call vote. Motion carried. Additional July bills were presented in the amount of \$4,016.68. Bob Lauer moved and Laura Hyzy seconded to pay these bills as presented. All present voted aye on a roll call vote. Motion carried.

Financial Report. Bob Lauer reported to the Board that there were no cash balances available and no budget amounts are in the cash statement as yet.

The Board Accepted the Director's Report.

Director Babcock reported there would be a Blood Drive from 11:00 to 3:00 on Tuesday, August 17. The Fire Dept. was called to the Library for a false fire alarm. The voice mail system was put out of service by one of recent power outages. A new one is being installed and the old one is being repaired to use as a back-up. The total cost is \$3,600. Director Babcock is awaiting a bid for the painting and scraping of the atrium from Chuck Weeden.

If the Village does not get the clearance for a new complex (which will not be known until December,) Director Babcock recommends adding to our present building to accommodate small study rooms and tutoring facilities, as well as space for growing collections. He informed the Board that library space is getting crowded.

Howard Schug left the Board Meeting at 6:55 P.M.

Old Business.

1. ILA

Laura Hyzy asked Director Babcock how many staff members would be sent to this Fall's ILA Conference in Chicago. She informed the Board that many good programs will be going on that could benefit different departments of the library. She informed the Board that Page 19 of the ILA publication details Trustee Day, which she definitely plans to attend.

2. Newsletter

Bob Lauer complimented Kelli Staley for the excellent job being done on the Library Newsletter.

New Business

1. Tom Nowak requests that Director Babcock have the custodians edge the lawn and sweep up the pile of grass that are laying around the property.

2. Organizational Chart

Charts were distributed to the Board showing salaries and positions of Library Department Heads. There were some discrepancies on the chart, therefore, Director Babcock will present a revised chart at the next meeting. The Board requested that the Dept. Head names be added to this list.

3. Book Sale

Friends of the Library is deciding on purchases for the library resulting from the Book Sale, as reported by Laura Hyzy and Sandra Iosue.

At present, they are getting an estimate on fluorescent lights and better shelving. They would like to use the room off of the Historical Society for future Book Sales to avoid transporting all the material in and out of the Community Room.

The Friends would like the library to give them a "Wish List" – they are going to be selling calendars, have a bake sale, and handle the Entertainment Books this year.

4. Fall Chamber Luncheon

Debbie Albrecht and Sandra Iosue reported to the Board that they are excited to be hosting the October 28 Chamber of Commerce Luncheon here at the library.

There will be no August meeting.

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

Joan Ridder, Administrative Asst.

