

**Lansing Public Library
Board of Trustees
Regular Board Meeting
July 21, 2005
Minutes**

Lansing Public Library's July 2005 Regular Board Meeting was called to order by Tom Nowak at 6:30 P.M.

Present: Carrie Appold, Laura Hyzy, Bob Lauer, Tom Nowak, Bob Reich, Howard Schug

Absent: Mary Kern

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

Visitors Present: Debbie Albrecht, Wilma Ellison, Paula Else, Kathy Gough, Barb Milton

Approval of Minutes. Laura Hyzy moved and Bob Reich seconded to approve the minutes of the Regular Board Meeting and the minutes of the Committee of the Whole Meeting of June 16, 2005. All present vote aye. Motion carried.

Approval of Bills. Howard Schug moved and Bob Lauer seconded to pay the July 2005 bills in the amount of \$103,341.47 and the Additional July 2005 bills in the amount of \$2,078.23. All present voted aye on a roll call vote. Motion carried.

Financial Report. Howard Schug informed the Board that there is \$349,385.65 in the Library's general account. The bond account balance is \$1,080.73. The Village voted aye two days ago to approve their 2005 Budget. Real estate tax collections received in May, June, and July pertain to the prior fiscal year.

Communications.

Director Babcock commented on the Times newspaper article highlighting the Harry Potter sleepover lock-in held recently at the library by the Young Adult Department and Youth Services. Debbie Albrecht informed the Board that it was a huge success, with 18 overnight attendees.

Discussion of the Director's Report

Laura Hyzy commended Kelli Staley on the large number of computer classes that have been held at the Library over a short period of time. Laura Hyzy found Kelli's report on Stephen Abram's presentation very enlightening. She commented that it would be a good topic to look into further.

Director Babcock informed the Board that we continue to have problems with Veicon Technology, as described in Patty Higgin's monthly report. Although their annual maintenance invoice for over \$5,000 is in the July bills, we are instructing the Village to hold up on paying this until we give them the okay. Tom Nowak urged Director Babcock to withhold payment until the problems are completely solved.

Director Babcock reported that the MUSE Café cannot afford to set up their coffee service at the Library. He stopped in at the Oak Lawn Library, and asked their director, James Casey, about their service. He informed me that their library rents the space to the business, and the business retains the profits. Director Babcock is preparing an RFP for interested bidders.

Patty Higgins informed the Board that the new 8.0 version of Horizon software will be released in the third quarter of next year.

Director Babcock asked Paula Else to explain the new method they are considering for handling NSF checks. This would entail sending NSF checks to the State's Attorneys Office after giving the patron a chance to settle the matter with the Library first.

Laura Hyzy inquired if Director Babcock had completed the Library's Annual Report. She informed Director Babcock that it was her belief that it was due within thirty days of completion of the previous fiscal year. Director Babcock informed the Board that he is working on it now, and had recently corrected some of last year's figures over the telephone that the State had previously recorded.

Laura Hyzy asked that Debbie Albrecht and Gail Guzman talk about what programs they attended at ALA at next month's meeting.

Old Business. None

New Business.

1. Transfer of Budget Funds

Director Babcock requested the Board approve the transfer of monies not being used in the salary account of the 2005/2006 budget to three other account numbers. After the Board discussed the Library's present hiring freeze policy, the recent reductions made prior to approving the new budget, and the possibility of saving this additional revenue, this subject was tabled for a two months.

Director Babcock informed the Board that two shelvers were resigning in the Circulation Dept., and two new shelvers were needed to replace them. Paula Else explained to the Board that because of personnel changes in her Dept., they were in need of hiring a part time employee.

Bob Reich moved to approve the hiring of two part time shelvers and one part time clerk in the Circulation Department. Carrie Appold seconded. Carrie Appold, Bob Lauer, Tom Nowak, Bob Reich, and Howard Schug voted aye. Laura Hyzy abstained. Motion carried.

Carrie Appold recommended that Director Babcock set a procedure in place for starting salaries. Bob Lauer inquired if Director Babcock was continuing to work on a salary scale for library staff. Laura Hyzy asked if Director Babcock had obtained input from MLS or consulted a compensation expert. Director Babcock informed the Board that he has been working on this, and should have the step chart completed by next month. It was also stated that the Laconi Salary Survey would be helpful to the Board, as salary information from all libraries that completed the survey is listed in this publication.

2. Report on Friends Meeting

Laura Hyzy thanked Director Babcock for coming to the last Friends meeting, and explaining to them the reason he went ahead with the lighting for the Bookroom. Although initially upset that Director Babcock had spent the money without their approval, Friends agreed to pay for the entire lighting in the Bookroom.

Laura Hyzy informed the Board that they now have 67 members, and they have raised \$1,800 in the last Book Sale. They are planning further Book Sales in October. In addition to the \$1,225 for the lighting, \$500 of their profits will be used to paint the Bookroom; the Boy Scouts would provide the labor, the Friends the paint. The Friends are sponsoring guitar player Peter Fletcher's appearance at the Library in October (\$300) and are donating \$300 to join efforts with the Lansing Police Dept. that will provide a file box of children's books to be kept in squad cars as handouts to children innocently involved in police situations. \$500 will be provided to the Library for the Acquisitions budget, to be used for purchasing DVDs as Technical Services weeds their VHS collection. In exchange, Friends has requested the weeded videos be given to them to sell at their Book Sales.

3. Suggestions for Trustee Orientation Workshop

Laura Hyzy inquired as to whether the MLS people presenting the workshop have a set program. Director Babcock replied that they would cover whatever the Board requested.

Some of the Board's suggestions were, the standards the Board should work toward, staffing (salaries,) some of the issues that are problems at present, the Patriot Act, additional sources of funding available, and Director Babcock suggested the general responsibilities of the Board be discussed.

As far as inserts for the Trustee Notebooks, the Board recommended a revised copy of the Library By-Laws, an organizational chart, current board member list, up-to-date copy of contracts, most recent copy of Annual Report, Library closing dates, selected items from the Illinois Trustee Handbook, copy of the current budget, account description list, payment schedule for the Bond, other recommendations by the Trustees.

4. Open Meetings Act

Director Babcock informed the Board of the Amendment to the Open Meetings Act. He said that the Executive Session Meetings must be taped and kept for 18 months, at which time the Board votes to destroy or save.

5. August Meeting

The next Board Meeting will be August 18, 2005. Tom Nowak advised he would be unable to attend.

Laura Hyzy asked Director Babcock when the next In-Service Day would be and what the subject matter would be. Director Babcock informed the Board that he is waiting for the new Dynix software to be installed. More information should be available at the August meeting.

For September, Laura Hyzy suggests discussion of Lansing Public Library hours. How do we relate to other libraries? If we have to make an adjustment, such as being open on Sunday, how will that affect us? Director Babcock replied that in previous studies, it was found that the users of the library on Sunday are primarily the same people that come in on Saturday. Kathy Gough added that the Laconi Salary Survey includes library hours, as well the number of employees at each library, etc.

Questions/Comments from Visitors

Debbie Albrecht reported that Gail Guzman and a staff member from the Circulation Dept. will be at TFS High School in the near future signing up students for library cards.

Debbie Albrecht informed the Board that 27 teachers were at YS' annual Teacher's Breakfast Tuesday morning. This was the best turnout so far.

Tom Nowak moved and Laura Hyzy seconded to enter into Executive Session at 7:45 for a staff evaluation. All present voted aye.

The Board returned from Executive Session at 8:25 P.M. Roll Call: Carrie Appold, Laura Hyzy, Bob Lauer, Tom Nowak, Bob Reich, Howard Schug.

Absent: Mary Kern

There being no further business, Tom Nowak declared the meeting adjourned at 8:30 P.M.

Submitted by

Joan Ridder, Administrative Asst.