

**Lansing Public Library
Board of Trustees
Regular Board Meeting
July 20, 2006
Minutes**

President Tom Nowak called the Lansing Public Library's July 2006 Regular Board Meeting to order at 6:30 P.M.

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

Absent: Carrie Appold

Also Present: Debbie Albrecht, Library Director
Joan Ridder, Administrative Asst.

Visitors Present: Paula Else, Gail Guzman, Sandra Iosue, Irene Sherlund

Approval of Minutes. Laura Hyzy moved and Bob Reich seconded to approve the June 14, 2006 minutes of the Regular Board Meeting. Motion carried.

Financial Report. Howard Schug reported that there is \$424,809.18 in the library's general account. \$215,907.39 of our budget has been expended thus far. He stated that now that the new budget is underway, one of the top priorities, in his opinion, is using some of the library revenue to repair and maintain the outside of the building. Debbie A. informed the Board that the Village had originally given Patty Higgins higher figures for the four insurance budget lines because of refunds from the insurance company. Therefore, approximately \$20,000 of the library budget can be used for building repairs instead of insurance costs this year.

Approval of Bills. Howard Schug moved and Laura Hyzy seconded the approval of the July 2006 bills in the amount of \$93,378.22 and Additional July 2006 bills in the amount of \$6,615.15. All present voted aye on a roll call vote. Motion carried.

Correspondence. Debbie reported to the Board that the Times has written several articles about the library recently, including one highlighting the IREAD posters that included photos of most of the posters.

Debbie informed the Board that she attended a seminar on Wednesday evening at the Bradley, IL Public Library covering Library Law. She found out that if additional items are to be discussed at a board meeting and are not on the printed agenda, these subjects must be mentioned prior to discussion. Therefore, she informed the Board that in addition to the outlined topics, additional items to be discussed are the purchase of a copier for Youth Services, the Library's 2005/2006 Annual Report and the Per Capita Grant.

Discussion of Director's Report and Department Head Reports. Regarding repairs to the exterior of the building, Debbie informed the Board that she found a bid from two years ago for power washing the building. Bob Lauer suggested obtaining a bid from Gary Jensen, who owns a local power washing business. The Board suggested she obtain three new power washing bids, as well as bids for tuck pointing and for new windows. Debbie informed the Board that she is going to apply for a construction grant for the windows, which is due August 1.

Debbie mentioned she would also like to get handicap accessible doors for the library in the near future. The Board suggested she contacted the local service organizations; i.e. Copper Muggers, Lions Club, Golden K, etc., to see if they would be willing to donate funds for this project.

Debbie also informed the Board that she met with Greg Ambrose from Ambrose Landscaping. She told him that the library is interested in a long-range plan for landscaping the building. He is drawing up a plan free of charge.

Debbie informed the Board that Sievert Electric was here this week. They completed the job two days faster than they originally estimated so the cost should be considerably less than the quoted price.

The locksmith is scheduled to come here to install new locks on the back door.

The audio book collection is being moved back to the Adult Services area.

Unfinished Business.

1. Tile Problem

Debbie informed the Board that she received the estimate from Lansing Paint, and although they came back with the lowest price, it will still be a costly repair that may be unnecessary at this time. The Board agreed to table the repairs for the time being.

2. Two Safe Deposit Boxes were closed at Chase Bank.

3. A new Staff Account was opened at Charter One

4. ILA Conference

Laura Hyzy and Mary Kern will be going to ILA in October. They will return their registration forms to Debbie as soon as possible to take advantage of the early registration offer.

New Business

1. Toshiba Copier for Youth Services

Bob Reich moved and Laura Hyzy seconded that Debbie A. check on the cost to purchase, not lease, the Toshiba copier quoted by AT Business Products, and if maintenance would be included if the unit was purchased outright. All present voted aye on a roll call vote. Motion carried.

2. Friends of the Library

Debbie A. encouraged the Board Members to renew their Friends membership if they have not yet done so.

The Friends are sponsoring the Ice Cream Social July 26 and are donating \$300 to the cost of the “After Hours” event here at the Library on September 14 from 5 to 7:30 P.M. This will be held in the Community Room and Courtyard. This is for Chamber members and library donors.

The Friends have also expressed an interest in helping to pay for a portion of the Library’s landscaping.

Debbie informed the Board that the Friends have agreed to buy new magnets which show the new library hours.

In regard to the new hours, Debbie mentioned that according to the Illinois State Library, libraries serving populations such as ours, should be open sixty-four hours a week. Our library is now open only 60 hours a week. Debbie also added that although it has not yet mandated, according to library law, our library should be open on Sundays from September through May.

3. Approval of Accountor Systems Service Contract Renewal

Bob Reich moved and Laura Hyzy seconded the approval of the renewal of the Accountor Systems Service Contract Agreement for \$4,784.00. All present voted aye on a roll call vote. Motion carried.

4. Brookfield Zoo Passes

Debbie A. informed the Board of the four Brookfield Zoo passes that are now available for check out by our patrons.

5. Trustee Workshop Information was distributed for the Board’s information

6. Annual Report

Debbie advised the Board that the Annual Report has been completed. It was filed on 7/19/06. Copies were forwarded to the Village of Lansing and MLS. Copies were also distributed to the Board Members.

7. Per Capita Grant

There is now a trustee component in the Per Capita Grant application which has to be filed in October. Carrie Appold will be asked to write a narrative about a trustee presentation she attended while serving on the library board.

Debbie informed the Board that next year a Disaster Plan has to be written for the Per Capita Grant. Debbie has been checking into this subject online.

The next Board Meeting will be August 17, 2006 at 6:30 P.M.

Tom Nowak declared the meeting adjourned at 7:45 P.M.

Submitted by

Joan Ridder
Administrative Asst.