

**Lansing Public Library
Board of Trustees
Regular Board Meeting
June 16, 2005
Minutes**

Lansing Public Library's June 2005 Regular Board Meeting was called to order by Tom Nowak at 6:50 P.M.

Present: Carrie Appold, Laura Hyzy, Bob Lauer, Tom Nowak, Bob Reich, Howard Schug
(Mary Kern arrived at 7:30)

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

Visitors Present: Debbie Albrecht, Paula Else, Kathy Gough, Gail Guzman, Sandra Iosue, Barb Milton

Bob Lauer and Bob Reich were appointed and sworn in by Tom Nowak as members of the Lansing Public Library Board of Trustees.

Director Babcock distributed two Certificates of Appreciation to the Board for their signatures. These will be sent to former trustee members Suzanne Holba and Lawrence Ginensky.

Approval of Minutes. Howard Schug moved and Laura Hyzy seconded to approve the minutes of May 19, 2005, as amended to state that Director Babcock's #1 goal for 2005/2006 is fiscal responsibility. All present vote aye. Motion carried.

Approval of Bills. Howard Schug moved and Bob Lauer seconded to pay the June 2005 bills in the amount of \$72,154.27 and the Additional June 2005 bills in the amount of \$5,619.02. All present voted aye on a roll call vote. Motion carried.

Financial Report. Howard Schug informed the Board that Village Treasurer Butch Kooy informed him that our current balance is \$403,510.78, and our bond fund balance is \$1,079.82. Howard Schug has arranged to receive the Village's monthly financial information that had been previously forwarded to Bob Lauer.

Director Babcock informed the Board that a meeting with Butch Kooy has not been set up as yet to discuss the financial matters that have come into question at several of the last library board meetings.

Communications.

Director Babcock informed the Board of an email he received from our Webmaster, Kelli Staley, which informed him that in a 100-mile radius, there are two libraries accepting passport applications; Lyons Public Library and Ela Area Public Library in Lake Zurich, Illinois.

Director Babcock informed the Board that extra ALA Exhibit Hall passes were on the Board table if they were interested in attending.

Discussion of the Director's Report

Director Babcock informed the Board that more time would be needed to clean his office. Tom Nowak encouraged Director Babcock to make a concerted effort to have this accomplished within the next couple months; hopefully before the annual Fire Department Inspection.

The Friends of the Library Book Sale and White Elephant Sale was very successful, netting a profit of \$2,268.00. One quarter of that amount will go into a savings account that will result in the eventual purchase of a big item for the library.

Carrie Appold inquired about the Gaming Grant Young Adult Services has been working on. Gail Guzman explained that our library's grant application has been accepted, so things are moving forward.

Director Babcock informed the Board that he had spoken with Kathy Dahlkamp about listing the library's name correctly on the Village website.

Old Business.

1. Passport Application Service

Director Babcock informed the Board that the library is moving ahead on the Passport Application Service. Bob Reich inquired if staff members present were in favor of the service. Sandra Iosue informed the Board that the Lansing Post Office now offers the service five days a week, including passport photo, which the library will not be offering. Although several staff members have reservations about it, Director Babcock stated his main goal for offering this service is to generate additional revenue (estimated \$20 per application) for the library. Tom Nowak and Laura Hyzy expressed that this is a good idea and will be a plus for the community.

2. 2005/2006 Budget Approval

Laura Hyzy moved and Bob Lauer seconded the approval of the 2005/2006 Budget as presented by Director Babcock, but amended to show a reduction of 5% per line, with the exception of the Per Capita Grant account numbers. Any additional over budget amount should be taken from the Lease/Purchase Equipment line to balance the expenses and the revenues at \$1,499,475. All members voted aye on a roll call vote. Motion carried.

New Business.

1. Approval of Setting New Non-Resident Fee

Bob Reich moved and Bob Lauer seconded the increase of the new Non-Resident Fee to \$117.00. All present voted aye on a roll call vote. Motion carried.

2. Missed Computer Class Policy

Laura Hyzy moved and Bob Lauer seconded the adoption of the Missed Computer Policy Statement with the amendment by Laura Hyzy that the 3rd and 4th paragraphs be switched around. All present vote aye. Motion carried.

3. Selling Links on the Library Website

After discussing the pros and cons of selling links on the library website, it was agreed that the library attorney should be consulted before the library proceeds on this matter. This subject was tabled for the time being.

4. A.T. Business Solutions Proposal for Youth Services Printer

Director Babcock informed the Board that he was given the wrong figures by Andy at A.T. Business in his quote for a new printer for Youth Services. This information will be available at the July meeting.

Gail Guzman, Director of Young Adult Services, inquired as to the possibility of Youth Services using the Minolta printer currently sitting idle in the Board Room rather than purchasing a new printer at this time. After some discussion, Director Babcock stated he would check with Minolta about the cost per copy for running this unit. Although it might be costly, it may still be less expensive than purchasing a new unit from A.T. since we are locked in a lease with Minolta for another two years.

5. Library Contracts

The Board looked over the Contract List again. Since several of the accounts they recommended canceling have longstanding leases, nothing can be done at this time. Laura Hyzy asked Director Babcock to exercise caution when considering new purchases.

A copy of the Library Holidays for 2005 was included in the Board's June packet.

Kathy Gough informed the Board that Laura Ward, owner of Plantkeepers has done significant work on the tree and plants in the atrium. After being paid once for her work, she has come back several times on a community service basis. Kathy told the Board that Director Babcock has recently written a letter of thanks to Ms. Ward for donating her time to the library. The Board suggested the possibility of writing an article about her in an upcoming library newsletter.

Laura Hyzy asked Director Babcock if there was still going to be a Trustee Orientation Workshop. He informed the Board that Mary Lou Lowrey of the Metropolitan Library System would be available to facilitate this meeting. A tentative date was set for Tuesday, July 26.

There being no further business, Tom Nowak declared the meeting adjourned at 8:00 P.M.

Submitted by

Joan Ridder, Administrative Asst.

