

**Lansing Public Library  
Board of Trustees  
Regular Board Meeting  
June 14, 2006  
Minutes**

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

Present: Carrie Appold, Laura Hyzy, Mary Kern, Bob Lauer, Bob Reich, Tom Nowak,

Absent: Howard Schug

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

Visitors Present: Wilma Ellison, Gail Guzman, Patty Higgins, Sandra Iosue,  
Irene Sherlund, Kelli Staley

**Approval of Minutes.**

Laura Hyzy moved and Bob Lauer seconded to approve the May 18, 2006 minutes of the Regular Board Meeting. Motion carried.

**Financial Report.** The year end audit is underway at the Village; one of the auditors came in to review the daily cash sheets and deposit procedure with Joan. The Village's usual end of the month reports were not received for the Library Board Meeting. Howard Schug was not present for the Financial Report, but in looking at the Balance Sheet dated April 29, 2006, Bob Lauer noted that there was \$648,349.03 in the Library bank account. Bob Lauer stated that at the end of the 2005/2006 fiscal year, the Library's net profit was approximately \$130,000. Debbie Albrecht added that hopefully some of this revenue could be used for necessary building repairs.

**Approval of Bills.** Bob Lauer moved and Bob Reich seconded the approval of the June 2006 bills in the amount of \$58,967.01, and additional Additional June 2006 bills in the amount of \$2,678.95. All present voted aye on a roll call vote. Motion carried.

**Correspondence.** Debbie reported to the Board that a check in the amount of \$1,070.40 was received from AT&T, finalizing our duplicate payment dispute.

Debbie informed the Board of the article in the Times recently about the Library being named one of fifteen finalists in approximately 130 entries for the SirsiDynix "Building a Better Community Award." Kelli Staley will be informed on Saturday, June 25, if the Library is the winner of the \$10,000 prize.

## **Discussion of Director's Report and Department Head Reports**

Debbie explained that the Board Meeting was being held in the Community Room for two reasons; a staff member commented it was difficult to hear the Board from the "visitor area," and the Board Room and table is in the process of being cleaned and cleared. Carrie Appold commented that she feels it is important that this area be free of clutter as it highly visible to the public.

Debbie informed the Board that Pyramid Alarm was out on Monday to repair the fire alarm after it went off earlier that day, causing a swift and efficient evacuation of the building. Upon the Fire Department's instructions, Custodian Bob Gross patrolled the building until the system was back in working order.

The Board approved Debbie's request to have an unhealthy tree cut down which is adjacent to the north parking lot. This tree is also a safety hazard as many children have been seen climbing it.

Debbie reported on the great success of the Printer's Row bus trip. She also commended the garden workers for doing a great job in the courtyard.

The Board was informed that the Reference Dept. is in the process of removing approximately 50 magazine titles and some new titles will be added to the remaining list

Debbie noted that the patron's computer time was extended to ninety minutes this week, with the renewal time remaining at 30 minutes.

### **Unfinished Business.**

#### **1. Tile Floor Problem**

Debbie updated the Board on the tile repair/replacement situation, informing them of the latest quotation from A-1 Tile. Tom Nowak requested Debbie get a final estimate from Lansing Paint before a decision is made.

#### **2. Sam's Club**

The names on the Sam's Club card have been reduced, lowering our bill to \$105.00.

### **New Business**

#### **1. Friends of the Library**

The Friends raised \$800 at the last Book Sale. They are taking a break over the summer. Sandra Iosue reported that many donations have been coming in.

## **2. Membership in Professional Associations**

Debbie decided to reduce the memberships in ALA to MLS Librarians (Debbie, Gail & Patty) to save money. Also, they will not overlap divisions, which will also be cost cutting. ALA attendance will be decided when the matter comes up.

In regard to ILA, Debbie will be applying for the annual institutional membership @ \$235, rather than paying for department head's membership individually, which amounted to \$535. The new rate also includes nine coupons for the ILA Conference @ member rate.

## **3. Non-Resident Card Holder's Fees**

Laura Hyzy moved and Bob Reich seconded to raise the non-resident cardholder's fee from \$117 to \$130. All present voted aye on a roll call vote. Motion carried.

## **4. Staff Account/Safe Deposit Boxes**

The Board was informed of the Staff Account in the amount of \$1,914.47. Debbie advised them that she is going to transfer the funds from Manufacturer's Bank to Charter One.

The Library pays for two safe deposit boxes at Chase Bank. The Board authorized Debbie to close both boxes after checking the contents.

## **5. Approved Spending Limit for Director**

The Board agreed to a spending limit of \$2,500 prior to Board approval.

## **6. Carpet Cleaning**

The Board approved that the Library be closed at 3 P.M. on Saturday, September 2 to have the carpet cleaned.

## **7. Christmas/New Year's Holidays**

The Board approved the Library's closure December 23, December 25, from 1 P.M. to 5 P.M. on December 31, and January 1.

## **8. ILA**

ILA is in Chicago this year. If board members are planning to attend, Debbie requested they inform her so that she can sign them up for the early registration rate.

## **9. Library Credit Card**

Debbie informed the Board that there will probably not be a library credit card, as an individual name must appear on the card guaranteeing payment. Laura Hyzy suggested checking with the Village to see if they use a credit card for any of their purchases.

## **10. Trustee Training**

The Board was reminded that the time frame for attendance at a trustee training session is one board member per calendar year.

## **11. Sievert Electric**

Debbie will be contacting Sievert Electric to begin the job approved by the Board at the March 2006 meeting. The Activity Room (formerly the Story Hour Room) will be wired for computer usage and the electric wiring will be changed over at the Adult Services Desk.

Tom Nowak requested the Board enter into Executive Session at 7:20 P.M. The Board returned from Executive Session at 7:50 P.M.

Laura Hyzy moved and Bob Lauer seconded that Gail Guzman be named Teen/Youth Services Department Head, and authorized two part-time employees to be hired to replace her in Youth Services. All present voted aye on a roll call vote. Motion carried.

Tom Nowak declared the meeting adjourned at 7:55 P.M.

Joan Ridder  
Administrative Asst.



