

Minutes for March 21, 2002 Board Meeting

**Lansing Public Library
Board of Trustees
Regular Board Meeting
March 21, 2002
Minutes**

Lansing Public Library's March 21, 2002 Regular Board Meeting was called to order by Tom Nowak at 6:30 P.M.

Present: Mary Kern, Bob Lauer, Tom Nowak, Howard Schug, Bill Streeter
(David Rodriguez arrived at 6:40)

Absent: Dave Przybyl

Also Present: William Babcock, Library Director, Joan Ridder, Administrative Assistant.

Approval of Minutes. Howard Schug moved and Bill Streeter seconded that the minutes of the meeting of January 17, 2002 be approved as presented. All present voted aye. Motion carried.

Approval of Bills. Bills were presented in the amount of \$65,978.34 for February, 2002. Bob Lauer moved and Bill Streeter seconded to accept the bills as presented. All present voted aye on a roll call vote. Motion carried. Bills were presented in the amount \$56,319.46 for March, 2002. Bob Lauer moved and Mary Kern seconded to accept the bills as presented. All present voted aye on a roll call vote. Motion carried.

Financial Report. Bob Lauer reported that the library has spent 80% of the budget for the fiscal year. Our current balance is \$493,309.73. Bob Lauer informed the Board that library expenditures are in line with the budget at the present time. Director Babcock told the Board that our tax receipts should be put into an IPTIP account and we would then transfer funds to our checking account as needed.

Bob Lauer questioned Village Treasurer Butch Kooy about the status of the bond issue. Butch had to confer with Village Attorney Dale Anderson about the bond the Village will be obtaining. It was suggested that both bonds would be done together.

Attorney Anderson also relayed that the Village Board feels the Library should separate itself from the Village and become our own taxing district. It was decided that Bob Lauer, Director Babcock, and Tom Nowak meet with the Mayor about this matter.

Director Babcock sees advantages and disadvantages to becoming a district library. The main disadvantage would be losing free utility service. We would also be taking over accounts payable and payroll which would necessitate hiring a part-time bookkeeper.

The Board agreed that going district would be a drastic move; particularly because of insurance and utility concerns. Bob Lauer asked Director Babcock how we would go about finding individuals to guide us through this process. Director Babcock informed the Board that SLS representatives came out several years ago to evaluate our situation. At that time, they felt our arrangement with the Village was working and they recommended that we remain as we were.

Director Babcock said that although the Village reports residents complaining to them about library funds, none of these people appear at our Library board meetings with questions or comments.

Communications. Director Babcock informed the Board that a thank you note was received from Joanne Jensen for flowers sent to her after her heart surgery. Melissa Derks, Youth Services Circulation Clerk also sent a note to Director Babcock expressing her appreciation for the Staff Christmas Dinner Party.

Adult Services is happy to report more publicity coming the library's way. They copied several articles that appeared in the local newspapers recently advertising library programs.

The Board Accepted the Director's Report. Director Babcock discussed the Dynix computer equipment, which is nearing the end of its service life (5 years.) Maintenance costs will become prohibitive after 2003, therefore, we should move forward on upgrading software and hardware in the near future. The process will take about a year. We should plan to replace equipment on a regular basis so we aren't faced with a huge bill for replacing all of it at one time.

Director Babcock informed the Board that the cost of replacing a lost I.D. card is being raised from \$2 to \$3.

The climbing wall for the Youth Services Summer Reading Program (Reading Rocks) was discussed. Director Babcock reported that we have obtained a copy of the Certificate of Insurance from the contractor.

New Business.

1. Draft Budget for F.Y. 2002-2003

The proposed budget was distributed to the board members. Director Babcock pointed out that the usual 3-1/2 percent payroll increase was included for library staff. The Board will discuss this matter in detail at the next meeting. Bob Lauer asked

Director Babcock to recheck the 02-03 IMRF figure shown on the draft budget with Butch Kooy.

2. Meeting Room Policy and Fee Structure

Director Babcock called the Board's attention to the 1st Page of this revision under the paragraph entitled "Meetings must be open to the public." The word "gender" is to be added after the word "religion." Tom Nowak asked Director Babcock if there had always been fees to the public for using the Meeting Room. Director Babcock informed him that this would be a new arrangement whereby we would be taking in some additional revenue for the Library. He also informed the Board that groups that repeatedly leave the room a mess would be banned from further use.

3. Request by Director Babcock to change the May meeting to Thursday, May 23, 2002

The board members present agreed to this request.

4. Discuss "End of Life" date for Dynix hardware

The correspondence from Dynix was not distributed, but Director Babcock spoke about the importance of keeping the library up to date technologically. He gave the Board an estimate of \$100,000 to replace and add the necessary computer equipment.

Adjournment: Bob Lauer moved and Mary Kern seconded to adjourn. All present voted aye, and the meeting adjourned at 7:40 P.M.

Submitted by
Joan Ridder, Administrative Assistant