

**Lansing Public Library
Board of Trustees
Regular Board Meeting
March 18, 2004
Minutes**

Lansing Public Library's March 2004 Regular Board Meeting was called to order by Tom Nowak at 7:30 P.M.

Present: Suzanne Holba, Laura Hyzy, Mary Kern, Tom Nowak, Howard Schug.

Absent: Bob Lauer

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

There were no visitors present.

Approval of Minutes. Howard Schug moved and Laura Hyzy seconded that the minutes of the meeting of February 19, 2004 be approved as presented. All present voted aye. Motion carried.

Approval of Bills. Bills were presented in the amount of \$77,611.10. Mary Kern moved and Laura Hyzy seconded to pay the bills as presented. All present voted aye on a roll call vote. Motion carried.

Financial Report. In view of Bob Lauer's absence, there was no financial report this month.

Communications. Thank you notes for flowers were received from employees Laura De La Pena-Esteviz, Kathy Gough, and Carrie Seymour. A letter of resignation was received from David Rodriguez.

The Board Accepted the Director's Report. Director Babcock spoke with Village Treasurer Butch Kooy about attending our next meeting.

Director Babcock advised the Board that he believed **The Illinois Reporter** would be the most informative publication for the board members. The annual subscription cost is \$25.00.

Director Babcock informed the Board that he was in favor of offering part-time custodian Tony Kieltyka a full-time position.

New Business

- 1. The resolution to honor David Rodriguez will be held off until next month.**
- 2. Director Babcock distributed a memo pertaining to Projects and Goals for 2004-2005.**
 - a) **Work with Young Adult Librarian to set budget and collection development for fiscal year.**
 - b) **Work with staff to establish computer classroom and instruction schedule.**
 - c) **Rewrite library and staff policy manuals**
 - d) **Rewrite job descriptions**
 - e) **Paint atrium**
 - f) **Refurbish exterior**

Laura Hyzy commented that she agreed it was very important to keep the policy manuals and job descriptions current.

In regard to the Board's observations during the walk-around last summer (written in our Committee of the Whole Minutes of 8/21/03,) Tom Nowak recommended that Director Babcock contact a Landscape Designer about improving the front entryway. Suzanne Holba expressed an interest in talking to art teachers in our area about sculptures for the outside area.

The Board recommended holding off a final goal setting agenda until the Board's goals could be incorporated with Director Babcock's goals. They also agreed that before committing to spending funds for our current building, we should wait for word from the Village about their future plans for a new library.

Old Business

Director Babcock received a letter from our attorney regarding Children's Library Cards. According to the law, we are allowed to request evidence of legal guardianship from parents who are registering their children for library cards. The Board agreed that a policy change should be made regarding this matter.

The next regular Board Meeting was tentatively set for April 15, 2004.

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

Submitted by

Joan Ridder, Administrative Asst.