

**Lansing Public Library
Board of Trustees
Regular Board Meeting
March 17, 2005
Minutes**

Lansing Public Library's March 2005 Regular Board Meeting was called to order by Laura Hyzy at 6:35 P.M.

Present: Larry Ginensky, Suzanne Holba, Laura Hyzy, Mary Kern, Bob Lauer,

Absent: Tom Nowak, Howard Schug

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

Visitors Present: Debbie Albrecht, Wilma Ellison, Kathy Gough, Valerie Higgins, Barb Milton
Irene Sherlund

Approval of Minutes. Bob Lauer moved and Larry Ginensky seconded to approve the minutes of the February 17, 2005 Regular Board Meeting and March 1, 2005 Special Budget Meeting.

Approval of Bills. Bob Lauer moved and Mary Kern seconded the motion to pay the March 2005 bills in the amount of \$73,446.39 and the additional March 2005 bills in the amount of \$5,411.35. All present voted aye on a roll call vote. Motion carried.

Financial Report. Bob Lauer reports that as of March 16, there was \$277,621.38 in the library's general account, \$1,072.11 in the bond account, and \$149.85 in the money market account. The deposits through March 16, 2005 totaled \$216,000. Bob Lauer stated that the balance of \$490,000 should be deposited in the near future. This being the case, there should not be a cash flow problem.

Bob Lauer reported that the library is 83% through the fiscal year, and 85% of the total budget has been spent. To come in close to budget, we must pay close attention to the balances remaining for the accounts shown on the Expenditure Guideline sheet.

Communications. A thank you note from Howard Schug and an invitation to the Prairie Trails Public Library's April 9th Grande Re-Opening Celebration was passed around the board table.

Kelli Staley requested that comment cards from the library's first computer classes be available for the Board's perusal.

Laura Hyzy informed the Board of an attractive book bag she obtained from the Frankfort Library, which displayed all pertinent library information on one side and advertisement for an area bank on the reverse side. She suggested the possibility of Director Babcock contacting Lansing banks and businesses to find out if they would be interested in sponsoring such a venture.

Laura Hyzy reported that a neon **TEEN** sign would soon be on display in Youth Services, compliments of the Friends.

Director's Report.

Laura Hyzy commented that she is happy to learn that the IPAY Program mentioned in Director Babcock's and Paul Else's report is coming to the library.

Laura Hyzy told Director Babcock that she and Tom discussed several topics they wished Director Babcock would address at the April 21 meeting. A list was distributed outlining these concerns.

Director Babcock was requested to have copies of his 2004/2005 Goal List available at the next meeting to review the past year's priorities.

The Board further discussed the possibility of putting in a coffee shop (Muse Café?) in the library again. Larry Ginensky stated that he was certain it would bring additional revenue to the library. As head of a Writer's group at Border's, he was highly in favor of the idea, and added that he has never seen a damaged book at Border's yet. Mary Kern suggested exploring other libraries to aid in the decision making process. Suzanne Holba suggested a subcommittee for this venture. When Bob Lauer asked the opinion of the library staff, the majority in attendance were excited about the prospect.

Old Business.

1. Approval of New Acceptable Behavior Policy

Suzanne Holba asked Director Babcock the reason for the recent "No Panhandling" signs that have been posted at the entrances of the building. She questioned the number of times these incidents have occurred to warrant this warning.

In regard to the proper handling of homeless individuals, the Board unanimously agreed to attempt to find a way to assist people in this situation, rather than banning them permanently from the library. The Board asked Director Babcock to telephone the Mayor's office and ask for their recommendations.

Suzanne Holba moved and Bob Lauer seconded the motion to approve the new Acceptable Behavior Policy presented by Director Babcock, with the directive that he report the result of his findings from the Mayor's Office at next the Board Meeting. All present vote aye. Motion carried.

New Business.

1. Draft of 2005-2006 Budget

Laura Hyzy informed Director Babcock that she and Tom Nowak had spoken about the upcoming 2005/2006 Budget deadline and had compiled a list for Director Babcock to complete prior to the April 21 Board Meeting. This list was distributed to the entire Board for their input.

Laura stated that the detailed lists compiled recently by Patty were a revelation to the Board, and there are concerns about how money is being spent and having enough money available when major expenditures are necessary, such as replacing dated computer equipment.

Suzanne Holba suggested that Director Babcock highlight his answers in red, in the same format as presented on this list, with the exception of the contract sheet, which would be better displayed in spreadsheet form.

Suzanne Holba suggested that the 2005/2006 Budget should be approved based on what the Board decides the top three priorities are.

2. Board Orientation Workshop

Suzanne Holba suggested June 11 as a possible date for the Board Orientation Workshop for the two new board members replacing Larry Ginensky and Bob Lauer. Two half day or evening sessions were also proposed rather than a full day session.

This workshop would include explaining the budgeting process, long term planning and goal setting, and supply the new board members with a binder containing basic information that will be helpful to them in understanding library policy and procedures. The Board also suggested supplying each Board Member with a binder of their own to leave in their library mail box after each meeting so that the basic information will always be at their fingertips.

A final decision on the date of this workshop will be made at next month's meeting.

Suzanne Holba moved to enter into Executive Session at 8:25 P.M. Bob Lauer seconded. All present voted aye. Motion carried. Laura Hyzy announced that the Board would adjourn from Executive Session.

Submitted by

Joan Ridder, Administrative Asst.

