

Minutes for May 23, 2002 Board Meeting

**Lansing Public Library
Board of Trustees
Regular Board Meeting
May 23, 2002
Minutes**

Lansing Public Library's May 23, 2002 Regular Board Meeting was called to order by Tom Nowak at 6:50 P.M.

Present: Bob Lauer, Tom Nowak, David Rodriguez, Howard Schug, Bill Streeter (Mary Kern arrived at 7:44 P.M.)

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

Visitor Present: Lawrence Ginensky

Approval of Board Candidate Lawrence Ginensky. Howard Schug moved and Bill Streeter seconded that Mr. Lawrence Ginensky fill the board seat vacated by Dave Pryzbyl until the next election. All present voted aye. Motion carried.

Approval of Minutes. Bill Streeter moved and David Rodriguez seconded that the minutes of the meeting of April 18, 2002 be approved as presented. All present voted aye. Motion carried.

Approval of Bills. Bills were presented in the amount of \$92,051.83 for May, 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.

Financial Report. The May bills are higher than usual due to three pay periods this month and the annual Epixtech (Dynix) maintenance agreement which amounted to \$13,797.75.

Bob Lauer reported that as of this date, the Library's balance is \$330,000. With payrolls totaling \$220,000 to the end of September, he estimates our remaining balance will be \$100,000.

Communications. Director Babcock advised the Board that the Garden Club disbanded. They presented the Library with a check for \$200. The money will be used to improve our atrium planter.

Debbie Albrecht, Department Head, Youth Services, submitted thank you cards from area students and teachers pertaining to her school visits. She recently was one of many educators involved in a one-day seminar for parents, called Parent University.

Adult Services submitted recent newspaper clippings from the Shopper and the Times listing many of their May programs. Sandra Iosue, Adult Services, also requested that the Board be given the flier outlining the new V.I.P. Priority Fiction Automatic Reserve List now available to our patrons.

The Board Accepted the Executive Director's Report. Director Babcock informed the Board that there has been a spectacular jump in the amount of fines collected recently. This is because Internet privileges are now withheld until overdue fines are paid in full.

Architect Ed Lugowski met with Director Babcock to discuss the forthcoming replacement of the HVAC system. Work is estimated to begin in August, and the Library will have to be closed for a few days during this time.

Director Babcock explained to the Board that after months of problems with a Minolta printer used in the Circulation Dept., it was determined that their salesman sold the Library a unit that was not appropriate for library use. Minolta is in the process of rectifying the situation by supplying us with the right type of printer for our needs.

In the short time it has been up and running, 53,342 people have viewed our Library web page.

Old Business.

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

Bob Lauer moved and David Rodriguez seconded that the revised draft budget for F.Y. 2002-2003 be accepted with the changes shown below. All present voted aye on a roll call vote. Motion carried.

The proposed revised budget was distributed to the board members. Bob Lauer informed the Board that because the loan was put under the revenue section incorrectly, the Property Tax Figure for 2001-2002 should be listed at \$1,172,360 and the total should be shown as \$1,230,787. Bob Lauer asked Director Babcock to double-check the insurance figures listed with Butch Kooy, Village Treasurer. The Board also requested revisions to the part time employee figure, the telephone figure, and possibly the capital expense line.

Bob Lauer questioned the possibility of obtaining grant money for computer purchases, etc.

Director Babcock explained that to be eligible for an e-rate grant, the Library would have to commit to a project before it is a certainty that the funds will be awarded. Although Director Babcock advised the Board that many grants are not worth the trouble, Bob Lauer and Tom Nowak asked Director Babcock if there is any way to make sure we are not missing something available to the Library that's out there, for

remodeling, for instance. Patty Higgins recalled that Homewood Library received a grant when they rebuilt their facilities.

Director Babcock informed the Board that we are now getting a publication that lists grants. In addition, Sandra Iosue has been sent to a grant writing workshop. Director Babcock has attended some, also.

2. Meeting Room Policy and Fee Structure

Howard Schug moved and Bill Streeter seconded that the Meeting Room Policy dated February 20, 2002 be accepted with the revisions recommended at the March 21, 2002 meeting. It was also decided at the May 23, 2002 meeting that commercial businesses be charged \$50 a meeting, and non profit organizations, be charged \$50 a year. All present voted aye on a roll call vote. Motion carried.

New Business.

1. Public Library Non-Resident Services

David Rodriguez moved and Bob Lauer seconded to accept the non-resident library card policy and increasing the fee from \$98 to \$100. All present voted aye on a roll call vote. Motion carried.

2. Acceptance of the Amendment to Article II of the Board of Trustees Bylaws

Bill Streeter moved and Howard Schug seconded to accept the amended Article II of the Trustee Bylaws as presented. All present voted aye. Motion carried.

3. The date for the next board meeting will be June 27, 2002.

Adjournment: Bob Lauer moved and Bill Streeter seconded to adjourn. All present voted aye, and the meeting adjourned at 7:50 P.M.

Submitted by

Joan Ridder, Administrative Assistant

posted 7/2/02