

**Lansing Public Library  
Board of Trustees  
Regular Board Meeting  
May 19, 2005  
Minutes**

Lansing Public Library's May 2005 Regular Board Meeting was called to order by Tom Nowak at 6:25 P.M.

Present: Carrie Appold, Laura Hyzy, Tom Nowak, Howard Schug

Absent: Suzanne Holba, Mary Kern, Bob Lauer

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

Visitors Present: Debbie Albrecht, Paula Else, Gail Guzman, Barb Milton, Irene Sherlund, Kelli Staley, Toni Webster

**Approval of Minutes.** Laura Hyzy moved and Carrie Appold seconded to approve the minutes as amended to state Mary Kern suggested a two-month time frame for the cleaning of Director Babcock's office. All present vote aye. Motion carried.

**Approval of Bills.** Laura Hyzy moved and Howard Schug seconded the motion to pay the April End bills in the amount of \$7,006.81, the May 2005 bills in the amount of \$36,300.84 and the Additional May 2005 bills in the amount of \$5,513.06. All present voted aye on a roll call vote. Motion carried.

**Financial Report.** There appears to be a discrepancy between the final 2004/2005 budget figures reported by the Village and those compiled by Patty Higgins. Director Babcock and Patty Higgins are to meet with Nancy Noworyta of the Village Clerk's Office soon in an attempt to get some of these financial questions answered.

Director Babcock reported he and Kelli recently discovered another opportunity to generate additional revenue for the library. Kelli explained that the company selling the "I've fallen and can't get up" device would like to have a link from our website. After a short discussion, Laura Hyzy requested that this subject be put on the agenda next month.

Director Babcock informed the Board that the Senior Living Center in Calumet City asked for a link from our website, also.

Laura Hyzy requested that Director Babcock supply the Board with a timetable for the due dates for the Annual Report, the Per Capita Grant, the Laconi Salary Survey, etc.

**Communications.**

Director Babcock presented the Board with Suzanne Holba's recent letter of resignation.

## **Discussion of the Director's Report**

As a possibility for increasing library revenue, Tom Nowak inquired as to whether we should have a policy change stating patrons cannot check out books if they have any fines whatsoever on their cards. After some discussion, it was decided to leave the policy as is since this change would not make a big difference in our cash flow situation. Paula Else agreed that the biggest offenders would not be affected.

Tom Nowak asked Director Babcock what has transpired pertaining to the library possibly becoming a center for passport applications. Director Babcock asked Paul Else, Circulation Dept. Head, to give the Board her thoughts on the matter. She explained that she and Sandra Iosue went Downtown for an all day training session. Although she thinks it would be a good idea, a major portion of her staff informed her that they were not in favor of it. She also stated that her department could not do this alone; another department would have to be involved in the process. When asked about the amount of revenue this would bring in, Paula stated that \$30 per application was originally quoted, but this would not be the case. The library would have to pay all special packaging fees, as well as priority mail postage fees. A strict time element would also be involved; mailings would have to go out the same day as the application. Also, fraudulent applications would require the library staff member who handled the application to appear in court. The Board asked Kelli Staley to find out how many libraries are offering this service to their patrons. Tom Nowak stated it would be a nice service to the community. Laura Hyzy asked Bill to look into the matter further.

Tom Nowak asked if we have a link on the Village website. Kelli Staley explained that we are not listed on the top of their website where all of the other Village departments are listed. We are mentioned under "Recreation" near the bottom of the information, however, we are shown as Lewis O. Flom Library, not Lansing Public Library. This listing was to be corrected, according to Tom Seymour, but has not occurred as yet. Tom Nowak asked Director Babcock to speak to the Mayor about this.

When asked by Laura Hyzy what the library is doing about the mice problem, Director Babcock informed her that he believes the double outer doors to the storage room have to be replaced.

Director Babcock advised the Board that he was requested by Adele Swanson, Director of the Riverdale Public Library to fill in for her at the May 25 Advisory Committee Meeting.

## **Old Business.**

### **1. Discussion of 2005-2006 Budget**

Although there is no information from the Village at this time to allow for further budget consideration, Tom Nowak related that he was very concerned about the budget and how money is being spent.

## **New Business.**

### **1. Vending Machine Donation**

Laura Hyzy thanked Director Babcock, on behalf of the Board and staff members, for his donation of the snack machine to the library. She reminded Director Babcock to write a letter about this donation to the library so that he can use it as a tax deduction.

### **2. Policy on Missed Computer Classes**

The Board suggested that the policy being drafted for missing two consecutive computer classes be changed to restrict an individual from registering for only the next thirty days. It was suggested that when there are last minute openings in classes, an announcement be made in the library in an attempt to fill those vacancies. This policy will be voted on at the June meeting.

### **3. The Board discussed the Budget Information needed for the April 21 Board Meeting requested of Director Babcock. Laura Hyzy requested that the Contracts be put on the June agenda.**

**4. ToleTel's Contract - This year's service agreement has been paid; this should be brought up again prior to the signing of next year's agreement.**

**5. Dynix Pre-invoicing audit was approved and signed by Director Babcock.**

**6. Laura Hyzy moved and Howard Schug seconded the approval of the Content Café Contract. All present voted aye on a roll call vote. Motion carried.**

**7. Director Babcock's Goal List was discussed.**

When the new personnel policy manuals are approved, Laura Hyzy requests that board members receive a copy of the new manual, as well as the old manual, for comparison purposes.

Laura Hyzy moved and Howard Schug seconded the replacement of two UPS' and the purchase of additional memory for two computers. All present voted aye on a roll call vote. Motion carried.

**8. Laura Hyzy moved and Carrie Appold seconded the approval of a \$700 expense for miscellaneous electrical work. All present voted aye on a roll call vote. Motion carried.**

- 9. Howard Schug moved and Laura Hyzy seconded purchasing a P.A. system for Programming. \$600 of the total would be charged to Lease/Purch. Account #8084930. Debbie Albrecht, Gail Guzman, and Sandra Iosue agreed to share the remaining cost by deducting a portion from each of their individual Programming accounts. All present voted aye on a roll call vote. Motion carried.**
- 10. The Board decided that a Vision Statement proposed by Director Babcock was unnecessary for the Library since we already have a Mission Statement.**

Laura Hyzy encouraged Director Babcock to attend Village board meetings. Debbie Albrecht also mentioned the importance of Library board member and staff attendance at the Chamber Ball held every November.

- 11. Debbie Albrecht and Gail Guzman informed the Board that they have gone from three shelvers to two, and the remaining two would be leaving soon, as they are graduating from high school. They asked the Board to rescind the current hiring freeze so they could replace the two shelvers. The Board approved their request.**
- 12. Laura Hyzy requested a list of the Staff Holidays for the next board meeting.**

Toni Webster, fund raiser for the Lansing Friends of the Library, was introduced to the Board by Debbie Albrecht as a possible candidate for the open trustee seat. Toni spoke to the Board about wanting to be in a place where she did the most effective work on behalf of the Library, and did not wish to compromise her fundraising in the Friends. The Board conveyed that another person who had previously served as President of the Board expressed an interest in returning. The Board urged Toni to keep doing the excellent work she is doing as a Friend of the Lansing Public Library.

The Board asked that the trustee opening be posted on our website, with a request for interested parties to furnish Director Babcock a copy of their resume & be available for an interview at the June 16 meeting. The Board asked Director Babcock to contact Bob Reich and request he be present for an interview at this meeting, also. Laura Hyzy reminded Director Babcock to put this on the agenda.

The new board member will be appointed at the June meeting; Board Orientation will be the following month.

There being no further business, Tom Nowak declared the meeting adjourned at 8:45 P.M.

Submitted by

Joan Ridder, Administrative Asst.

