

**Lansing Public Library
Board of Trustees
Regular Board Meeting
May 18, 2006
Minutes**

President Tom Nowak called the Lansing Public Library's May 2006 Regular Board Meeting to order at 6:35 P.M.

Present: Carrie Appold, Laura Hyzy, Mary Kern, Bob Lauer, Tom Nowak, Howard Schug

Absent: Bob Reich

Also Present: Patricia Higgins, Interim Director
Joan Ridder, Administrative Asst.

Visitors Present: Debbie Albrecht, Paula Else, Gail Guzman, Sandra Iosue, Dana Pollard,
Kelli Staley

On behalf of the Library, Board President Tom Nowak presented a \$300 check to Dana Pollard in appreciation of her artwork on the tri-motor plane sponsored by the Library and the Friends of the Lansing Public Library. Debbie Albrecht, Youth Services Department Head informed the Board that Dana has captured the feel of the library through the illustrations shown on the plane. The plane is now on public display with several other tri-motors near the Village Christmas Tree on Ridge Road.

Approval of Minutes.

Bob Lauer moved and Howard Schug seconded to approve the April 20, 2006 minutes of the Regular Board Meeting. Motion carried.

Financial Report.

Howard Schug informed the Board that the Village has not yet provided a year-end financial report, but he is hopeful that the Library will come in under budget, enabling the Board to establish a Reserve Fund. He cautions that this fund is not going to be something that can be used like a normal budget line; it is an attempt to save funds to build a reserve and recoup prior losses.

Approval of Bills. Howard Schug moved and Bob Lauer seconded the approval of the Final April 2006 bills in the amount of \$5,056.48, the May 2006 bills in the amount of \$57,320.27, and additional May 2006 bills in the amount of \$3,962.91. All present voted aye on a roll call vote. Motion carried.

Correspondence.

Patricia Higgins informed the Board that Gayety's Ice Cream Parlor has offered to partner with the Library in a fundraiser. If library staff copy Gayety coupons and distribute them at the Circulation desks, for a period of time they will give the Library 10% of their register receipts. The Board approved this arrangement. Tom Nowak and Laura Hyzy both agreed that this would be good public relations as well as additional revenue.

Laura Hyzy congratulated the Library for making the front page of the MLS Metro News in regard to the Tri-Motor planes on display here.

Discussion of Director's Report and Department Head Reports

Patricia Higgins updated the Board on the tile repair/replacement situation. She informed the Board that another quote was received by Mr. Bob Grega after the board packets went out. The Board requested Patricia Higgins go back to A-1 Tile for a third quote before a decision is made.

Laura Hyzy thanked the staff members who have been working out in the Courtyard to make it look so lovely.

Patricia Higgins informed the Board that the Library has passed the annual fire inspection, with only a few minor items needing attention. The good news is the outer door for the storage room does not have to be replaced. The bottom of the door must be repaired, and new hardware must be installed in the near future.

The Annual Report has not been filed as yet, according to Patricia Higgins, as she is awaiting the final 2005-2006 fiscal year figures from the Village.

Patricia Higgins attended a Zone meeting recently, where attendees discussed plans to consolidate the 350 plus loan rules between libraries. Even though Lansing is not on SWAN, she will tell them we are with them in spirit and that we will try to comply.

Laura Hyzy thanked Irene Sherlund for the information she supplied in her report on the SirsiDynix audio presentation she listened to recently about how libraries can be in the forefront of building active communities. Laura Hyzy believes the 5-step process Irene outlined is the way Lansing Library should be heading.

Laura Hyzy asked Paula Else, Circulation Department Head, about the recent reduction in patron traffic mentioned in Paula's monthly report. Laura Hyzy requested that Paula supply the board with past circulation figures for their comparison. Patricia Higgins had already been compiling this information and supplied it to Laura Hyzy.

Unfinished Business.

1. Resolution to Create Reserve Fund

The six board members present approved the establishment of a Reserve Fund with a voice vote. President Tom Nowak and Secretary Mary Kern signed the resolution. Motion carried.

2. Approval of the Budget FY 2006-2007

Laura Hyzy moved and Bob Lauer seconded to approve the FY 2006-2007 budget as presented by Interim Director Patricia Higgins. All present voted aye on a roll call vote. Motion carried.

New Business

1. Veicon Contract Renewal

Laura Hyzy moved and Mary Kern seconded the approval to pay the Veicon Support Invoice in the amount of \$5,640.00 to cover the period from June 2006 through May, 2007. All present voted aye on a roll call vote. Motion carried.

2. Sam's Club Membership

The Board discussed the annual cost to renew the Library's Sam's Club account. It was decided to reduce the number of names on the card, thereby lowering the total renewal cost.

Additional Items.

Laura Hyzy reminded the Board of the Friends of the Library Book Sale on Saturday. Sandra Iosue told the Board that the sale will be open to members from 9-10 A.M, and for regular patrons from 10-3 P.M. Each person will be given a grocery bag to fill for \$5. This may be the last sale until September. Gail Guzman informed the Board that there will games available for all ages to coordinate with the sale.

Tom Nowak declared the Regular Board Meeting adjourned at 7:15 P.M., and moved to enter into Executive Session as allowed in Illinois Compiled Statutes, 5 ILCS120/2 (c) (1) to discuss employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. All present voted aye on a roll call vote.

Submitted by

Joan Ridder, Administrative Asst.

