

# **Minutes for November 21, 2002**

## **Board Meeting**

### **Lansing Public Library Board of Trustees Regular Board Meeting November 21, 2002 Minutes**

Lansing Public Library's November 21, 2002 Regular Board Meeting was called to order by Bill Streeter at 6:45 P.M.

Present: Larry Ginensky, Bob Lauer, Howard Schug, Bill Streeter

Absent: Mary Kern, Tom Nowak, David Rodriguez

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

Visitor Present: Bill Hoekstra

**Approval of Minutes.** Howard Schug moved and Bob Lauer seconded that the minutes of the meeting of October 24, 2002 be approved as presented. All present voted aye. Motion carried.

**Approval of Bills.** Bills were presented in the amount of \$115,138.50 for November, 2002. Bob Lauer moved and Howard Schug seconded to pay the bills presented. All present voted aye on a roll call vote. Motion carried.

**Financial Report.** Bob Lauer informed the Board that the bills were higher this month due to three payrolls in November.

Butch Kooy informed Bob Lauer that there was the usual 4- 1/2% increase in the library's levy.

The real estate money is coming in. We have \$500,000 in the bank right now; \$170,000 to be transferred over to our bond account and \$330,000 will be left in the account.

Bob Lauer is waiting for a debt service schedule from Butch Kooy. Interest will be paid every six months on the bond monies.

Bob Lauer advised the Board that it would be prudent to lay out a cash flow projection plan for the next two to three years. The Board asked Director Babcock to request the Village to open a separate account so that money is always there for the bond payment. We will have to pay \$40,000 by December, 2003.

**Communications.** Director Babcock received a letter from our attorney addressing several questions pertaining to the HVAC project. The Board agreed that Director Babcock should find out from the attorney if we can legally reject all current bids and start over again. He should schedule the rebid if approved by the attorney. If necessary, the Board agreed to meet for a special meeting to resolve this matter.

**Old Business.**

**1. Rebidding of the HVAC System**

Bob Lauer moved and Larry Ginensky seconded tabling rebidding the HVAC system until a legal opinion is obtained. All present voted aye on a roll call vote. Motion carried.

**New Business.**

**1. Proposal to lease new telephone system**

Howard Schug moved and Larry Ginensky seconded the purchase of our new telephone system as proposed by TolTel Communications. All present voted aye on a roll call vote. Motion carried.

**2. Proposal to purchase/lease thin client workstations for public and circulation.**

This proposal will be discussed at another meeting.

**3. Proposal to move December meeting to December 12, 2002 at 6:00 to accommodate bid opening.**

The Board approved the change for the December meeting.

The Board accepted the Director's report.

**Adjournment:** There being no further business, Bill Streeter declared the meeting adjourned at 8:25 P.M.

Submitted by Joan Ridder, Administrative Asst.

posted 1/14/03