

**Lansing Public Library
Board of Trustees
Regular Board Meeting
November 20, 2003
Minutes**

Lansing Public Library's November, 2003 Regular Board Meeting was called to order by Bob Lauer at 7:05 P.M.

Present: Suzanne Holba, Laura Hyzy, Mary Kern, Bob Lauer, Howard Schug

Absent: Tom Nowak, David Rodriguez

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

Visitor Present: Barb Milton, Technical Services

Approval of Minutes. Howard Schug moved and Mary Kern seconded that the minutes of the meeting of October 16, 2003 be approved as presented. All present voted aye. Motion carried.

Approval of Bills. Bills were presented in the amount of \$88,692.78 for November, 2003. Laura Hyzy moved and Suzanne Holba seconded to pay the bills as presented. All present voted aye on a roll call vote. Motion carried.

Financial Report. Bob Lauer reported that at this time the library has collected \$651,000 in tax revenue. We are half way through the year and approximately 47% of the budget has been spent. We currently have \$585,471.88 in our regular account and \$42,226.33 in the bond account. Bob Lauer asked Director Babcock to call Butch Kooy at the Village Clerk's Office to transfer an appropriate amount of our funds into an interest bearing account. Payments of \$40,000 (principal) and \$9,125.00 (interest) are due December 7.

Communications. Director Babcock informed the Board of an unsigned note in the suggestion box requesting new windows, painting the outside brick, and situating two benches in the shade to add new beauty and life to the library exterior.

Laura Hyzy asked Director Babcock if a letter was sent to Mayor Podgorski thanking him for the ramp recently constructed for those with handicaps at the front of the library.

The Board asked Director Babcock to confer with the Village Hall employees about the possibility of piggybacking our upcoming library newsletter with their Village Voice paper. Suzanne Holba requested that Director Babcock inform the Board of the estimated cost for sending out this paper.

The Board Accepted the Director's Report.

New Business

1. Discussion of Proposed Projects for 2003-2004

The Board discussed the list provided by Director Babcock. Laura Hyza suggested investigating the possibility of starting a "Friends of the Library." Director Babcock said that he would delegate this to Sandra Iosue, since this was in a trial stage when the Adult Services Department was created.

Director Babcock informed the Board that he would like to raise the Tuition Assistance Fund for library staffers.

2. Discussion of the Proposed Salary Schedule

Discussion of the Proposed Salary Schedule distributed by Director Babcock was tabled until next month's meeting.

3. Discussion of legal opinion from Attorney on bidding

For their information, Director Babcock distributed the legal opinion from the library attorney on bidding to the Board.

Director Babcock relayed that there is a vacancy on the Suburban Library System Board of Directors for any interested Lansing Public Library board member.

The Board questioned Director Babcock about the possibility of obtaining grants from the government to pay for various projects. They inquired as to what grants have been applied for in the past. They asked about the Opportunity Knocks Grant and the Back to Books Grant. Director Babcock explained that it is very time consuming and an employee would probably have to be hired for the specific task of grant writing.

Bob Lauer informed Director Babcock that the Board would like to have the grants presented to them so that they could have the opportunity to accept or reject the idea of applying for them.

In regard to the possibility of a new library facility, Suzanne Holba suggested that Director Babcock ask the Mayor about the potential for a new Community Center and where the monies for this would be coming from. Some of the priorities on our long-range improvement plan (i.e. replacement windows) would depend on whether or not a move is in the near future.

Laura Hyzy suggested the idea of Director Babcock going to other new libraries with staff members to get an idea of what kind of an architectural plan would be desirable.

Those present agreed that the next regular Board Meeting will be December 11, 2003 at 6:30 P.M., following the 6:00 P.M. Committee of the Whole Meeting.

There being no further business, Bob Lauer declared the meeting adjourned at 8:10 P.M.

Submitted by

Joan Ridder, Administrative Asst.

