

**Lansing Public Library  
Board of Trustees  
Regular Board Meeting  
November 18, 2004  
Minutes**

Lansing Public Library's November 2004 Regular Board Meeting was called to order by Laura Hyzy at 6:30 P.M.

Present: Larry Ginensky, Laura Hyzy, Suzanne Holba, Bob Lauer, Howard Schug

Absent: Mary Kern, Tom Nowak

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

Visitors Present: Tracy McLellan, Michael C. Schoon,  
Library Staff: Paula Else, Kathy Gough, Sandra Iosue, Barb Milton,  
Irene Sherlund, Kelli Staley

**Approval of Minutes.** Howard Schug moved and Bob Lauer seconded that the minutes of the Regular Board Meeting of October 16, 2004 be approved as presented. All present voted aye. Motion carried.

**Approval of Bills.** Howard Schug moved and Larry Ginensky seconded to pay the November bills in the amount of \$82,363.92 as presented. All present voted aye on a roll call vote. Motion carried. Additional October bills were presented in the amount of \$5,381.44. Howard Schug moved and Larry Ginensky seconded to pay these bills as presented. All present voted aye on a roll call vote. Motion carried.

**Financial Report.** Bob Lauer reports there is \$279,938.00 in the Library account. The Village had loaned us \$53,000, which we have paid back. The balance in the Library bond account is \$1,072.00. As of 10/31/04 (6 months into the fiscal year,) total expenditures were 48%. The interest on the library loan is due in December.

**Correspondence.** Director Babcock informed the Board of a thank you note to the Library from the Chamber of Commerce for hosting their October luncheon. A thank you note was also received from St. John's Lutheran School and Luther East High School for the library's donation of used books. Director Babcock distributed the Village Christmas Party invitation to the Board.

Laura Hyzy thanked Adult Services staff member Jan Gadus for her donation of the spinning wire rack to the Adult Services Department.

Tom Nowak thanked the staff members for including the Board in their October Harvest Celebration in the library courtyard.

Laura Hyzy informed the other members of the Board of the Friends of the Library Bake Sale/Sweet Shop to be held at the library on December 4 from 11-3 P.M.

Suzanne Holba asked to be put on the December meeting agenda to report on her ILA Conference sectionals. She informed the Board that she had newsletters from the Hinsdale Public Library and Oakbrook Public Library for their perusal. She requested current issues of the ILA Reporter be placed in the Board Room for interested board members.

### **Director's Report**

Director Babcock informed the Board of the progress being made in regard to the Architect's proposal for the new Book Sale Room. Because of safety codes, the cost is going to be much greater than originally planned. The architect supplied a recent drawing which was included in the Board's packet. The Board suggested tabling the discussion as to whether or not to proceed with this project until the next meeting, and requested it be put on the December agenda.

### **Old Business**

#### **1. Access to Library Card Information/Card Policy**

Bob Lauer moved to adopt the new Library Card Use Policy as recommended. Larry Ginensky seconded. All present voted aye on a roll call vote.

### **New Business**

#### **1. Mr. Tracy McLellan's request to rent the Community Room for \$50 annually.**

Mr. McLellan addressed the Board about his desire to use the Community Room for meetings of the Illiana Peace Action Coalition. Mr. McLellan requested the Board consider his group a civic organization under the Library's Meeting Room Policy and be allowed to use the Community Room at the \$50 per year rate.

After a lengthy discussion, Suzanne Holba moved and Bob Lauer seconded that the Library allow Mr. McLellan use of the Community Room for the fee of \$50 annually. On a roll call vote, Larry Ginensky, Laura Hyzy, and Howard Schug voted no; Suzanne Holba and Bob Lauer voted aye. Motion failed.

Mr. McLellan requested that Director Babcock provide him with a letter stating the Board's decision.

#### **2. Changes to Community Room Policy**

The Board discussed the rental fee for the Community Room. Several suggestions were brought to the table. Discussion will be continued at the December meeting. The Board will vote on this matter in January.

### **3. Part-time Staff Paid Time Off Benefit**

Laura Hyzy asked Director Babcock to provide the Board with copies of the actual policy for employees in regard to this matter. Discussion will be continued at the December meeting.

### **4. Executive Director's Evaluation**

Evaluation Forms were sent to the Board with their monthly packets. Director Babcock asked the Board to bring their completed evaluation back to the next board meeting. Laura Hyzy reminded the Board that any suggestions and/or changes must be documented.

The Board acknowledged visitor Michael Schoon, who relayed he was present to observe a Library Board of Directors meeting, with the possibility of running for one of the upcoming vacant seats on the Board.

Howard Schug moved to enter into Executive Session at 8:15 P.M. to discuss personnel promotion/retention issues. Bob Lauer seconded. All present voted aye.

The Board returned from Executive Session at 8:40 P.M. Roll call: Larry Ginensky, Laura Hyzy, Suzanne Holba, Bob Lauer, Howard Schug.

Howard Schug moved and Larry Ginensky seconded to allow Joan Ridder full-time status. All present voted aye on a roll call vote. Motion carried.

Laura Hyzy declared the meeting adjourned at 8:45 P.M.

Submitted by

Joan Ridder, Administrative Asst.