

**Lansing Public Library
Board of Trustees
Regular Board Meeting
November 17, 2005
Minutes**

Lansing Public Library's November 2005 Regular Board Meeting was called to order by Tom Nowak at 6:10 P.M.

Present: Laura Hyzy, Mary Kern, Tom Nowak, Howard Schug

Absent: Carrie Appold, Bob Lauer, Bob Reich

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

Visitors Present: Debbie Albrecht (arrived at 8 P.M.), Paula Else, Jan Gadus, Kathy Gough,
Gail Guzman, Sandra Iosue, Barb Milton, Irene Sherlund, Kelli Staley

Approval of Minutes. Laura Hyzy moved and Bob Howard Schug seconded to approve the October minutes of the Committee of the Whole Meeting and the Regular Board Meeting. Motion carried.

Approval of Bills. Howard Schug moved and Mary Kern seconded the approval of the October bills in the amount of \$88,396.39 and the Additional October bills in the amount of \$4,262.00. All present voted aye on a roll call vote. Motion carried.

Financial Report. Howard Schug informed the Board that at the present time there is \$575,000.00 in the Library's general account, 45% of the annual budget has been spent. If spending is controlled for the balance of the fiscal year, there should be enough capitol remaining to establish a reserve fund. Director Babcock reminded the Board that a resolution must be drawn up in April outlining such. A copy of the last resolution the library made in this regard, dated June 20, 1996 is on file and available for the Board's perusal.

Communications. The Board was notified of the Sweet Shoppe Bake Sale sponsored by the Friends of the Library on December 3 from 10:00 to 3:00.

A packet of thank you notes was received from St. Ann students and their teacher, thanking Debbie Albrecht for visiting their classroom.

Friends of the Library Report by Laura Hyzy. Laura Hyzy informed the Board that in conjunction with the Sweet Shoppe Bake Sale, there will be approximately a dozen donated items raffled off as prizes. She encouraged board members to attend this event. The Friends are also planning to have a book sale the first Saturday of every month from 10 A.M. until noon. In regard to recent purchases by the Friends, a heavy-duty shredder has been approved for the Circulation Dept. and a display case to promote the Friends of the Library was approved for the area outside the Community Room.

Director Babcock's monthly report was discussed.

Laura Hyzy congratulated Debbie Albrecht and Sandra Iosue on winning the President's Award at the Chamber of Commerce Ball this year. As fairly new members to the Chamber, this was quite an honor for them and the Library.

Old Business.

1. **Minolta Printer.** Director Babcock requested this subject be added to the November meeting's agenda. He informed the Board that a Minolta salesman recently approached him with a proposal for a new unit that would include terminating the lease we are currently bound to until 2007. After reviewing the new information, a recommendation was made to table further discussion until the December meeting. Kelli Staley said she would check with Accountor Systems to make sure this unit would work with their equipment. Staff was asked to identify their needs, volume output, etc. before a decision is made.
2. **LACONI Report.** Director Babcock informed the Board that this publication should be coming out soon.
3. **Revision of Part-Time Staff's Paid Time Off Policy.** The Board discussed the 1st reading of Dr. Babcock's revision to this policy. After an extensive discussion, Tom Nowak proposed that the Board vote on the following change at the December board meeting:

As of 1/1/06 new hires get no benefits, and current part-time staff would be entitled to vacation benefits only, not holidays, sick time, or personal days.

New Business.

1. **New Monitor for Circulation.** Laura Hyzy moved and Mary Kern seconded the purchase of a new monitor for the Circulation Dept. at a cost of \$238.00. All present voted aye on a roll call vote. Motion carried.
2. **Video Gaming Symposium.** Laura Hyzy moved and Howard Schug seconded authorizing Kelli Staley to attend MLS' Gaming Symposium in Chicago December 5 and 6 at a cost of \$115.00. All present voted aye on a roll call vote. Motion carried.
2. **1st Reading of Gail Guzman's "Closing Early Cost Savings Proposal."** The Board will vote on this proposal at the December board meeting. It was recommended that the effective date for this change be 1/1/06.

Laura Hyzy requested that the Board enter into Executive Session at 8:10 P.M. All present voted aye in a voice vote. The Board returned from Executive Session at 8:25 P.M. Present at Roll Call were: Laura Hyzy, Mary Kern, Tom Nowak, Howard Schug.

President Nowak declared the meeting adjourned at 8:30 P.M.

Submitted by

Joan Ridder, Administrative Asst.

