

**Lansing Public Library
Board of Trustees
Regular Board Meeting
October 21, 2004
Minutes**

Lansing Public Library's October 2004 Regular Board Meeting was called to order by Tom Nowak at 7:10 P.M.

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

Absent: Larry Ginensky, Bob Lauer

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

Visitors Present: Tom McWilliams, United Energy Associates, Inc., Sandra Iosue, Barb Milton,
Irene Sherlund

Approval of Minutes. Laura Hyzy moved and Mary Kern seconded that the minutes of the Regular Board Meeting of September 16, 2004, be approved as presented. All present voted aye. Motion carried.

Approval of Bills. Howard Schug moved and Laura Hyzy seconded to pay the October bills in the amount of \$107,111.14 as presented. All present voted aye on a roll call vote. Motion carried. Additional October bills were presented in the amount of \$9,104.55. Laura Hyzy moved and Howard Schug seconded to pay these bills as presented. All present voted aye on a roll call vote. Motion carried.

Financial Report. Butch Kooy answered many of the Board's financial questions at the previous meeting. Bob Lauer was not in attendance to report additional financial information.

Laura Hyzy commented that since MUZAK adds up to over \$800 a year, whereas a message from the staff containing pertinent library information could be a more economical alternative. Suzanne Holba agreed that a change in this way would be positive, and suggested Director Babcock check with MUZAK's competitors for their rates and ideas.

Correspondence. A thank you card was signed by LARC clients and staff for a donation to their library. Laura Hyzy informed Director Babcock that the Friends of the Library appreciated the letter he sent to them on behalf of the Board thanking them for their contribution to the Library.

A sketch was received from the architect for the proposed Book Sale Room. The cost of this room is in the \$8,000-\$10,000 range. Now that we know we will be at this location for another eight to ten years, we will look at this seriously.

Suzanne Holba reported that good contact is being made with the schools by library departments.

Director's Report. Director Babcock reported about the library offering Passport Service in the near future. Suzanne Holba thought this to be a good idea, and also applauded everyone involved in the libraries' Voter Registration for a job well done.

Director Babcock suggested a Board Retreat to possibly coincide with the new Board Orientation in the spring after the elections. He also said Bob Lauer has contacted him he will not be running for the Board next year.

ILA Reports by Laura Hyzy and Suzanne Holba

Laura Hyzy informed the Board about her ILA sectionals. She distributed handouts to the board members detailing the meetings she attended. She also said there was a Workshop for Trustees at the Matteson Public Library on Saturday, November 13. It is a flat rate of \$125, and requested Director Babcock to register the Lansing Library Board of Directors for that event.

Suzanne Holba attended two sessions at ILA. She also distributed a handout to the Board, and discussed the possibility of having construction people come to the Library to give suggestions about how to best utilize the space we now have.

Old Business.

1. United Energy Associates, Inc. – Lighting Grant

Mr. Tom McWilliams informed Director Babcock that the balance due after receipt of the Lighting Grant for \$30,000 will be \$4,600. Mr. McWilliams informed the Board that the Library would not be billed until after the grant is received.

Howard Schug moved and Laura Hyzy seconded the approval of new energy efficient replacement lighting throughout the building to be done by United Energy Associates, at a total cost of \$4,600. All present voted aye on a roll call vote. Motion carried.

2. Library Card Use

This matter was tabled until Paula Else can be present to discuss this further with the Board.

3. Walk Around

The lists of the Walk Around from last year and this year were distributed. Director Babcock informed the Board that powerwashing the exterior of the building would cost between \$13,000 and \$14,000, and the work cannot be done until next spring.

New Business:

1. Personnel Percentage of Budget

In Director Babcock's opinion, 60% should not be a limit on the expenditure for staff. Adult Services needs another person to keep up with its increased outreach to the community. Laura Hyzy said the Board needs to consider the comments of the Village Treasurer about part time benefits.

2. December Holiday Closings

Laura Hyzy moved and Howard Schug seconded to approve the December Holiday Closings as presented. On a roll call vote, Laura Hyzy, Tom Nowak, and Howard Schug voted aye; Suzanne Holba and Mary Kern voted nay. Motion passed.

Howard Schug moved and Mary Kern seconded that the Board enter into Executive Session at 8:25 P.M, and that the meeting would be adjourned from there.

Submitted by

Joan Ridder, Administrative Asst.