

Minutes for September 19, 2002

Board Meeting

Lansing Public Library Board of Trustees Regular Board Meeting September 19, 2002 Minutes

Lansing Public Library's September 19, 2002 Regular Board Meeting was called to order by Bill Streeter at 7:00 P.M.

Present: Larry Ginensky, Mary Kern (who left the meeting at 7:55,) Bob Lauer, Howard Schug, Bill Streeter

Absent: Tom Nowak, David Rodriguez

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

No visitors were present.

Approval of Minutes. Howard Schug moved and Mary Kern seconded that the minutes of the meeting of August 15, 2002 be approved as presented. All present voted aye. Motion carried.

Approval of Bills. Bills were presented in the amount of \$127,525.27 for September, 2002. Howard Schug moved and Larry Ginensky seconded to pay the bills presented. Since we do not have enough money in our account to cover these bills, Bob Lauer asked Director Babcock if he checked with Butch Kooy, Village Treasurer, to verify that monies can be borrowed from the \$500,000 bond we just obtained for the HVAC project and other library improvements. The Board asked Director Babcock to request that the Village assign new account numbers for any purchases made with bond monies, and reclassify the payments made to Ed Lugowski thus far. All present voted aye on a roll call vote. Motion carried.

Financial Report. Bob Lauer shared his frustration regarding the library's continued financial problems. We are out of cash. The bond money of \$500,000 is and should remain separate from the general operating fund, and Bob Lauer did not think the library should be borrowing from that to pay the monthly bills. The Board agreed that a concrete plan must be put in place to end this situation. Director Babcock's diligence was requested to tightly oversee all of the library expenditures, and to spend money wisely. If we have no money in our account, we should not be buying anything.

Director Babcock informed the Board that, unfortunately, the much anticipated tax revenue was coming in later than originally promised. Howard Schug suggested that perhaps we make future arrangements with our creditors to pay the bills at times in the year when we have the tax money in our bank account.

Mary Kern questioned the \$13,000 bill from Mergent. Patty Higgins explained that this was a changeover from paper to computer reference material. She confirmed that it is something needed by the library. The Board, however, questioned the timeliness of this transition.

Communications. A thank you note was received from staff member Kathy Gough for flowers sent to her following her surgery.

The Board Accepted the Executive Director's Report.

Old Business. HVAC System

Requests for Bid notices were faxed to the newspapers on September 13. Documents will be available Monday. Bids are due on October 17 at the 6 P.M. Committee of the Whole Meeting.

New Business. Proposal to lease new telephone system

In regard to equipment purchases, Howard Schug stressed the importance of getting more than one bid. For example, the Board agreed that the correct procedure for leasing the new phone system (which will be paid for from the bond monies) would be to have two or three competitive bids presented to them. Director Babcock agreed to provide this information at the next board meeting.

Adjournment: There being no further business, Bill Streeter declared the meeting adjourned at 8:15 P.M.

Submitted by Joan Ridder

posted 11/19/02