

**Lansing Public Library
Board of Trustees
Regular Board Meeting
September 18, 2003
Minutes**

Lansing Public Library's September, 2003 Regular Board Meeting was called to order by Tom Nowak at 6:30 P.M.

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

Absent: David Rodriguez

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

Visitors Present: Debbie Albrecht, Barb Milton, Kathy Gough

Approval of Minutes. Howard Schug moved and Suzanne Holba seconded that the minutes of the meeting of August 21, 2003 be approved as presented. All present voted aye. Motion carried.

Approval of Bills. Bills were presented in the amount of \$77,381.32 for September, 2003. Bob Lauer 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 we are one third through the fiscal year and have spent about 30% of the remaining budget. The library currently has \$107,847.81 in a money market account and has \$8,962.00 in the checking account, leaving approximately \$118,000 until October, when we anticipate the tax revenue deposits to start coming in.

Communications. Adult Services copied newspaper listings of their recent programming advertisements. Director Babcock commended Sandra Iosue and Kelli Staley for the fine public relations job they are doing for the library. He informed the Board that Sandra and Kelli are also thinking of putting out a library newsletter for the community. Laura Hyzy asked if this could possibly be incorporated with the Village's monthly mailing, which may save postage.

The Board accepted the Director's report.

Old Business

- 1. The Board continued discussion of the Director's Evaluation Instrument. Director Babcock presented the Board with an Evaluation of the Director form from the Riverdale Public Library.**

The Board recommended an evaluation tool be chosen from one of the similar libraries outlined in the LACONI Salary Survey Sample List also distributed to the Board by Director Babcock. A time frame was decided upon; with discussion to be completed at the October board meeting and the new instrument put in place. Director Babcock was asked to create a template for the Lansing Public Library, listing job titles and salaries of our library personnel, since Lansing Public Library was not included in the LACONI Survey because we missed the deadline.

One of the visitors asked if the Board was looking at the LACONI Survey as a guide exclusively for the Director's salary or for the salaries of the entire staff. The Board said that they would like to review the salaries of the entire staff.

- 2. The minutes of the August 21, 2003 COW Meeting will be redistributed at the next COW Meeting for discussion of the recommendations made following the August 21 inspection of the Library building and grounds.**

New Business

- 1. Director Babcock informed the Board of the possibility of the relocation of the Library to Lansing's newly proposed Downtown Civic Center. Director Babcock had a very positive meeting with the Mayor recently about this plan.**

- 2. Downstairs Circulation Desk Proposal**

Director Babcock explained that the original plan for the Circulation Desk was drawn up by Paul Else and fashioned after the desk in the Gaylord catalog.

Laura Hyzy moved and Suzanne Holba seconded that the new Circulation Desk be purchased from Gaylord if the price is lower than the \$4,300 figure quoted by Sandell Cabinets. All present voted aye on a roll call vote. Motion carried.

The next Regular Board Meeting will be October 16, 2003 at 6:30 P.M., following the 6:00 Committee of the Whole Meeting.

There being no further business, Tom Nowak declared the meeting adjourned at 7:45 P.M.

Submitted by

Joan Ridder
Administrative Asst.

