

**Lansing Public Library  
Board of Trustees  
Regular Board Meeting  
September 16, 2004  
Minutes**

Lansing Public Library's September 2004 Regular Board Meeting was called to order by Tom Nowak at 7:00 P.M.

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

Absent: Larry Ginensky

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

Visitors Present: Debbie Albrecht, Kathy Gough, Sandra Iosue, Irene Sherlund

**Approval of Minutes.** Laura Hyzy moved and Howard Schug seconded that the minutes of the Regular Board Meeting of July 15, 2004 be approved with the correction of Mary Kern being shown as absent rather than Tom Nowak. All present voted aye. Motion carried.

**Approval of Bills.** Bob Lauer moved and Laura Hyzy seconded to pay the September bills in the amount of \$112,517.43 as presented. All present voted aye on a roll call vote. Motion carried. Additional September bills were presented in the amount of \$7,504.06. Bob Lauer moved and Laura Hyzy seconded to pay these bills as presented. All present voted aye on a roll call vote. Motion carried.

Bob Lauer moved and Mary Kern seconded paying the August bills in the amount of \$72,471.06 and additional August bills in the amount of \$8,103.34. All present voted aye on a roll call vote. Motion carried.

**Financial Report.** Bob Lauer reported to the Board that as of today the library's bank balance is \$120,883.86. At this time last year our balance was \$116,805.00. We are 1/3 of the way through our fiscal year and have spent approximately 27% thus far. Real Estate tax revenue should start coming in around September 25. There is \$8,466 left in the library's bond account. The loan will not be paid off until 2012. \$53,650.00 in interest is due on December 1<sup>st</sup>.

We are 1/3 of the way through our fiscal year and have spent approximately 27% thus far. Although no financial cushion is being built up, Director Babcock reported we have been offering the public many new programs. He informed the Board that Sandra Iosue is going a great job of finding many inexpensive but interesting presentations for our patrons.

**Correspondence.** An invitation was received from the Oak Lawn Public Library to the rededication of their expanded/remodeled facilities.

Suzanne Holba informed the Board that a member of the community commented to her that they were happy to have a human being answer the library phone rather than a trail of voice mail commands. She also related that TF South is happy to be collaborating more with our library.

Director Babcock distributed the FY2005 Per Capita Grant application to the officers of the Library Board of Trustees for their signatures, as well as a letter from the library attorney.

**Director's Report.** Director Babcock informed the Board that he did look into the possibility of replacing the library American Express card with another type of credit card. He found that the other cards have to be guaranteed by an individual, which he personally did not wish to do.

Laura Hyzy informed Director Babcock that a mix-up remains on the Annual Report regarding the addresses and phone numbers of herself and Suzanne Holba. Director Babcock assured her that this matter would be handled.

Director Babcock was asked if the Organizational Chart was updated. He advised the Board that this has not been completed as yet.

Butch Kooy was unable to attend this month's meeting. He has informed Director Babcock that he will be able to be at the library's October board meeting.

### **New Business.**

#### **1. 2003 Recommendations Following the Board's Walk-Around**

Tom Nowak requested a copy of the August 21, 2003 list to be used against 2004 list of priorities discussed at this month's Committee of the Whole Meeting.

#### **2. Friends of the Library Update from Laura Hyzy**

Laura Hyzy reported on the Friends' decision on money distribution from the \$2,300 profit from the 1<sup>st</sup> Annual Book Sale. In response to the Wish List requested from library departments, \$500 will be used to purchase cardtables for Youth Services and to possibly paint the Story Room. \$250 will be applied to the expenses for the Chamber of Commerce Luncheon to be hosted by the library in the Community Room on October 28. Laura also reported that some Friends members have volunteered to assist with set-up & clean-up that day. The newly renovated courtyard will be open, weather permitting. The remainder of the Book Sale money is being held aside to be applied against the cost of the walls and/or architect's fee for the future Book Sale Room.

The Friends plan a Sweetest Day Book Sale on October 16 (romance novels,) as well as a 2005 Entertainment Book and 2005 Book Lover's Desk Calendar sale. They hope to have a Bake Sale in December, where they will once again be selling the Entertainment Books and calendars.

In the future, they hope to have a Plant Sale in the courtyard, as well as many other book sales throughout the year.

### **3. ILA Conference**

Susan Holba asked Director Babcock if she could still attend the upcoming ILA meetings at Navy Pier & what the budget is for this conference. Director Babcock informed her to apply directly if she wished to attend, give her receipts to him and he would turn them in for reimbursement.

The Board unanimously agreed that a thank you letter be written to the Friends of the Lansing Public Library for their support and enthusiasm.

### **4. First Reading of the Library Use Policy**

Changing this policy to state that parents with children under the age of five may have access to their child's records will be discussed further at the October meeting.

### **5. Illinois Clean Energy Community Fund Lighting Grant**

Director Babcock informed the Board that a grant was approved for \$30,000 for energy efficient upgrades to the library's indoor lighting system. The library would be required to pay the balance of \$9,200. The Board requested that Director Babcock contact United Energy Associates inquiring if they would agree to do the work at no cost or a lower cost. Laura Hyzy moved that we table this discussion until further information is gathered and the Board sees much revenue has been collected in the next month. Bob Lauer stated the possibility of using the balance of the bond monies for this expense.

### **6. Approval to Proceed with Storage Room Remodeling**

Howard Schug moved and Suzanne Holba seconded the acceptance of the Jacobs & Maciejewski, Architects drawings and design to build the wall for the new Book Sale Room at a cost of \$2,600.00 All present voted aye on a roll call vote. Motion carried.

### **7. Non-Resident Fee Increase to \$113.07**

Howard Schug moved and Laura Hyzy seconded to raise the Non-Resident Library Card Fee from \$100.00 to \$113.00. All present voted aye on a roll call vote. Motion carried.

Tom Nowak declared the meeting adjourned at 8:35 P.M.

Joan Ridder, Administrative Asst.

