

**Lansing Public Library
Board of Trustees
Regular Board Meeting
September 15, 2005
Minutes**

Lansing Public Library's September 2005 Regular Board Meeting was called to order by Tom Nowak at 6:40 P.M.

Present: Carrie Appold, Mary Kern, Bob Lauer, Tom Nowak, Howard Schug

Absent: Laura Hyzy, Bob Reich

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

Visitors Present: Debbie Albrecht, Paula Else, Sandra Iosue, Barb Milton

Approval of Minutes. Howard Schug moved and Bob Lauer seconded to approve the August 18 minutes of the Committee of the Whole Meeting and the minutes of the Regular Board Meeting. The motion carried, with the following correction to the regular minutes recommended by Carrie Appold. Carrie Appold, Laura Hyzy, Bob Lauer, and Mary Kern voted yes to rescind a previous aye vote on the purchase of two doors from Great Pines Door Company. Bob Reich abstained, Howard Schug voted no. Motion passed.

Approval of Bills. Howard Schug moved and Mary Kern seconded the approval of the September 2005 bills in the amount of \$95,107.38 and the Additional September bills in the amount of \$4,051.72 to be held for payment until the library receives tax deposits enabling payment. All present voted aye on a roll call vote. Motion carried.

Financial Report. Howard Schug informed the Board that there is \$88,963.27 in the Library's general account. 30% of the annual budget has been spent. In view of the scheduled delay of tax revenue deposits, Howard Schug proposed the following recommendations.

1. Do not pay any bills until there is revenue – payroll excluded.
2. Do not order new products or make new purchases at this time.
3. When a budget line reaches 100% and more money is needed for that line, Director Babcock will lower other budgeted line items to maintain a balance.
4. As we move toward the end of the fiscal year, revenue must be closely monitored and there must be no overspending to the budget.

After discussing the current budget problem, Director Babcock commented that certain percentage of next year's budget should be set aside in a budget line as a reserve fund.

Communications. Debbie Albrecht commented on the memo she submitted to the Board regarding area libraries' Hurricane Katrina donations. Some libraries are waiving fines and asking for a donation instead. She realizes this cannot be done at the present time, but hopes this will be addressed again in the next few months, to help those libraries destroyed along the Gulf Coast.

Carrie Appold informed the Board that she spoke with Tom Seymour, Village of Lansing Webmaster, and he has changed our location on their website. Director Babcock informed her that Kelli Staley has also been working with him on this matter.

Discussion of the Director's Report.

Director Babcock reported that the Staff In-Service Day will be on Monday, October 3. The morning will be spent on fire safety and personal safety in the library. The Lansing Fire and Police Department representatives will be on hand for presentations. Staff will spend the afternoon with their specific departments for specialized training. The Library will be closed that day.

In regard to Department Head Reports, Howard Schug commented that too much time is spent going over the individual reports at the monthly board meetings.

Old Business.

1. New Outside Doors for Book Sale Room

Howard Schug moved and Mary Kern seconded the approval of awarding Great Pines Door Company the job of installing two basement exit doors at a cost of \$1,932.70 to be in code with fire regulations. This work must be put on hold until funds are available. All present voted aye on a roll call vote. Motion carried.

2. Toshiba Printer for Youth Services

Director Babcock informed the Board that AT Business Products cannot supply a trial machine as he had hoped. Since nothing can be done at this time, Debbie Albrecht asked Director Babcock if the old printer can be returned to Youth Services since it was in better working order.

Sandra Iosue informed the Board that the members of the Chamber of Commerce will have access to a "swap" letter, listing a company's used equipment they are willing to sell, donate or trade to another member.

New Business

1. The Board accepted the Per Capita Grant Application.

New Business, cont.

2. Determine Base Amount for which three quotes is needed.

The Board agreed that Director Babcock obtain three quotes when the cost for materials or repairs is \$1,000 or higher.

3. CODI Conference

After discussing the considerable expense involved, the Board left the final decision up to Director Babcock about sending Kelli Staley to the upcoming CODI Conference.

4. Discussion of the Library's Share of the LSCA Grant

Director Babcock informed the Board that the library would be responsible for paying a certain amount if this grant is awarded. He will attempt to have that figure available at the next Board Meeting.

5. E-mail on Disaster Aid

Although our Library is unable to waive fines for aid at present, Friends of the Lansing Library will be donating 25% of their upcoming Book Sale profits to disaster relief.

6. Compensation Scale

There will be a special Executive Session meeting on October 6, 2005, at 6:30 P.M. to review the compensation scale and Circulation Dept. Staffing Study, and hours or other libraries. Director Babcock is revising the Compensation Scale previously presented. The Board suggested that at the present time, time off without pay for part-time employees should be encouraged.

7. Circulation Staffing Study will be addressed at the next Regular Board Meeting.

8. Hours for other libraries will be addressed at the next Regular Board Meeting.

9. Facilitator for Long Range Planning

The Board tabled the paying \$500 for an MLS facilitator at the present time due to lack of funds.

The date of the next Committee of the Whole and Regular Board Meeting will be October 20, 2005. Tom Nowak will be unable to be in attendance.

Submitted by

Joan Ridder, Administrative Asst.

