

Lansing Public Library
April 16, 2026
Regular Board Meeting Minutes

Call to Order:

President Novak called the meeting to order at 6:00 pm

Roll Call:

Present: Trustee Brown, Trustee Carr, Trustee Montgomery, Trustee Novak, Trustee Villa

Late: Trustee Farmer

Absent: None

Also Present: Lisa Korajczyk (Library Director), Beth Hamater (Assistant Library Director), Andrew Harootunian (Outreach Coordinator), Brett Moeller (O'Neill & Gaspardo)

Swearing in of the new trustee: Christian Olthoff

Trustee Novak swore in the appointed candidate Christian Olthoff to the Lansing Library Board.

Recognition of Visitors & Public Comment:

Marlene Cook, Sue Bovino, Dan Bovino, Paul Schultz, Barb Dust, Meredith Shamburger

Mr. Schultz spoke to the board about the Memorandum of Understanding between the Historical Society and the library. Trustee Brown assured Mr. Schultz that the library understood their position. Trustee Villa addressed her concern over a correspondence she received from one of the Historical members. Then the Member addressed the board about the correspondence and refuted Trustee Villa's concerns. Trustee Villas spoke again about the content of the correspondence.

Correspondence:

There were several patron applause comments from the public.

Approval of the Minutes:

Trustee Carr made a motion and Trustee Villa seconded to approve the minutes from the Regular Board Meeting on February 19, 2026. Upon a voice vote the motion passed.

Motion to approve February 2026, March and April 2026 expenditures for payroll, invoices, IMRF, and debit/credit card, and the financial reports:

Trustee Brown made a motion and Trustee Carr seconded to approve the February and March expenditures for payroll, invoices, IMRF, credit/debit card and financial reports in the amount of \$201,263.63 and the additional bills of \$48,479.86 for a total of \$249,743.52.

Trustee Brown made a motion and Trustee Carr seconded to approve the March and April expenditures for payroll, invoices, IMRF, credit/debit card and the financial reports \$155,655.54 and the additional bills of \$7067.67 for a total of \$162,723.21 Upon a roll call vote the motion passed.

ROLL CALL:

Ayes: Trustee Brown, Trustee Carr, Trustee Farmer, Trustee Montgomery, Trustee Olthoff, Trustee Novak, Trustee Villa

Nays: 0

Abstain: 0

Director and Department Head Reports: Andrew Harootunian

Trustee Novak asked if there were any questions concerning the reports and there were none. Mr. Harootunian reported to the board the statistics on the library's outreach and adult programming efforts over the past year. The top programs were Tai Chi, Coffee Break and crafting programs. He also spoke about his plans for the next year which include the new Farmer's Market and the largest apartment complex in Lansing.

Old Business: Historical Society MOU

The library director discussed the three changes to the document to accommodate the requests from the Historical Society. The library director and assistant director informed the board that they were planning on attending the next board meeting for the Historical Society. Trustee Carr said he felt that the MOU was fine and nothing else needed to be addressed.

New Business:

Brett Moeller: O'Neill & Gaspardo Report

Mr. Moeller was moved to speak to the board after the approval of the financial information. Brett Moeller from the auditing firm O'Neill & Gaspardo spoke to the board about the agreed upon financial procedures for the report. At the end of the 2024-2025 fiscal year the library is in a strong financial position.

Motion to approve the FY 2026-2027 Budget:

The library director explained the reasons behind each of the FY 2026-2027 revenue and expenditure lines. The board asked questions, and liked the overall fiscal plan. However, the motion was tabled for the May board meeting.

Motion to dispose of 6 broken plastic chairs (\$200.00 each) total of \$1200.00, 1 Walkie Talkie for \$35.00, and 1 Awe machine for 200.00:

Trustee Farmer made a motion and Trustee Farmer seconded to dispose of 6 broken plastic chairs (\$200.00 each) total of \$1200.00, 1 Walkie Talkie for \$35.00, and 1 Awe machine for 200.00. Upon a roll call vote the motion passed.

ROLL CALL:

Ayes: Trustee Brown, Trustee Carr, Trustee Farmer, Trustee Montgomery, Trustee Olthoff, Trustee Novak, Trustee Villa

Nays: 0

Abstain: 0

Motion to approve the Cook & Kocher Insurance quote for \$43,214.00

The library director explained the breakdown on the different categories of the Cook and Kocher insurance quote. Cyber liability and worker's compensation insurance went down for this year, but overall, the insurance is up 9% due to the uptick across the country in building damage.

Trustee Carr made a motion and trustee Farmer seconded to approve the Cook & Kocher insurance quote for \$43,214.00. Upon a roll call vote the motion passed.

ROLL CALL:

Ayes: Trustee Brown, Trustee Carr, Trustee Farmer, Trustee Montgomery, Trustee Olthoff, Trustee Novak, Trustee Villa

Nays: 0

Abstain: 0

Motion to approve the Crew Cut Landscaping quote for \$5,820.00

The library director explained that the library used this company last year and they did a good job with the landscaping. The quote remained the same as last year.

Trustee Novak made a motion and Trustee Villa seconded to approve the Crew Cut Landscaping quote for \$5,820.00. Upon a roll call vote the motion passed.

ROLL CALL:

Ayes: Trustee Brown, Trustee Carr, Trustee Farmer, Trustee Montgomery, Trustee Olthoff, Trustee Novak, Trustee Villa

Nays: 0

Abstain: 0

Motion to approve the Amber Mechanical HVAC quote for \$9,975.00

The library director explained that she requested quotes from four different HVAC vendors. Amber Mechanical, the library's current HVAC vendor, came in with the lowest quote. The director shared the other quotes with the board and they agreed that Amber Mechanical should be selected.

Trustee Brown made a motion and Trustee Villa seconded to approve the Amber Mechanical HVAC quote for \$9,975.00. Upon a roll call vote the motion passed.

ROLL CALL:

Ayes: Trustee Brown, Trustee Carr, Trustee Farmer, Trustee Montgomery, Trustee Olthoff, Trustee Novak, Trustee Villa

Nays: 0

Abstain: 0

Motion to approve up to 3% merit raises and bonuses for the Lansing Public Library staff

The library director explained the reasoning for the 3% merit raises and the bonuses for two library staff members. The board understood the explanation and agreed with the director position.

Trustee Montgomery made a motion and Trustee Olthoff seconded to approve the 3% merit raises and bonuses for the Lansing Library staff. After a roll call vote the motion passed.

ROLL CALL:

Ayes: Trustee Brown, Trustee Carr, Trustee Farmer, Trustee Montgomery, Trustee Olthoff, Trustee Novak, Trustee Villa

Nays: 0

Abstain: 0

Motion to approve the 2026-2027 Lansing Public Library's Non-Resident Card fee for \$332.00

The library director explained the necessity for the annual non-resident fee. Trustee Novak made a motion and Trustee Carr seconded to approve the FY 2026-2027 Lansing Public Library Non-Resident fee for \$332.00. Upon a roll call vote the motion passed.

ROLL CALL:

Ayes: Trustee Brown, Trustee Carr, Trustee Farmer, Trustee Montgomery, Trustee Olthoff, Trustee Novak, Trustee Villa

Nays: 0

Abstain: 0

Motion to approve updates to the 2026 Lansing Public Library's Personnel Policy: Continuing Education & Professional Memberships

The administrative team worked to update the policy to reflect the current practices and updating the language. Trustee Farmer made a motion and Trustee Carr seconded to approve the 2026 Lansing Public Library's Personnel Policy: continuing education and professional memberships policy. Upon a voice vote the motion passed.

Motion to approve the Lansing Public Library's 2026 Personnel Policy: Vacation Policy

The library director and the administrative team updated the vacation policy in order to ensure that staff hired in the late summer and fall can use their accrued pro-rated vacation time. Trustee Carr made a motion and Trustee Villa seconded to approve the updated 2026 Personnel policy: vacation policy. Upon a voice vote the motion passed.

Motion to approve the removal from the Lansing 2026 Public Library's Personnel Policy: Merit Based Pay adjustments

The library director and the administrative team decided to eliminate this policy from the manual because pay rate decisions are made once a year during the budget process. Trustee Montgomery made a motion and Trustee Olthoff seconded to approve the remove the Merit based pay adjustments from the 2026 Lansing's Personnel Policy. Upon a voice vote the motion passed.

Motion to approve the updates to Lansing Public Library's 2026 Personnel Policy: Use of Equipment & Keys

The library director and the administrative team needed to update the policy due to the technological changes in the library's procedures. Trustee Novak made a motion and Trustee Carr seconded to approve

the updates to the library's 2026 Personnel Policy: Use of Equipment & Keys. Upon a voice vote the motion passed.

Motion to approve the updates the Lansing Public Library's 2026 Personnel Policy: Personal Appearance

The library director and the administrative team updated the language and refined the list of unacceptable clothing and appearances for the staff. Trustee Brown made a motion and Trustee Carr seconded to approve the updates to the 2026 Lansing Public Library's Personnel Manual: Personal Appearance. Upon a voice vote the motion passed.

Motion to approve the updates to the Lansing Public Library's 2026 Personnel Policy: Hiring of Relatives/ Nepotism Policy

The library director and the administrative team rewrote the nepotism policy. The policy now explains how hiring and employment at the library will work with relatives. Trustee Carr made a motion and Trustee Villa seconded to approve the updates to the Lansing Public Library's 2026 Personnel Policy: Hiring of Relatives/ Nepotism policy. Upon a voice vote the motion passed.

Motion to approve the updates to the Lansing Public Library's 2026 Personnel Policy: Emergency Closings

The main updates in this policy is including language that explains to employees how staff will or will not be paid during emergency closings. Trustee Novak made a motion and Trustee Carr seconded to approve the updates to the Lansing Public Library's 2026 Personnel Policy: Emergency Closings. Upon a voice vote the motion passed.

Motion to approve the updates to the Lansing Public Library's 2026 Personnel Policy: Business Use of an Automobile

The updates reflect the procedure of requiring proof of automobile insurance and placing it in their personnel file when staff members drive for the library. Trustee Brown made a motion and Trustee Montgomery seconded to approve the updates to the Lansing Public Library's 2026 Personnel Policy: Business Use of an Automobile. Upon a voice vote the motion passed.

Motion to approve the updates to the Lansing Public Library's 2026 Personnel Policy: Employment categories

Two of the categories are not used for staffing at the library, and it was decided to remove it from the policy. Trustee Carr made a motion and Trustee Farmer seconded to approve the updates to the Lansing Public Library's 2026 Personnel Policy: Employment categories. Upon a voice vote the motion passed.

Motion to approve the updates to the Lansing Public Library's 2026 Personnel Policy: Employee Assistance Program

The administrative team updated the policy to reflect a more clear and modern language for employees to understand exactly what the EAP is through the library. The final paragraph dealing with drug testing and employees was moved to the drug testing policy. Trustee Farmer made a motion and Trustee Olthoff seconded to approve the updates to the Lansing Public Library's 2026 Personnel Policy: Employee Assistance Program. Upon a roll call vote the motion passed.

Motion to approve the updates to the Lansing Public Library's 2026 Personnel Policy: Hiring Process

The administrative team combined two policies to create the hiring process policy. Trustee Carr made a motion and Trustee Villa seconded to approve updates to the Lansing Public Library's 2026 Personnel Policy: Hiring Process. Upon a voice vote the motion passed.

Motion to approve the updates to the Lansing Public Library's 2026 General Policy Manual: Lost and Damaged Materials

Updates to the policy include changing the fees that are passed onto the patrons when items are lost and damaged. These changes also include fees for the Library of Things, Roku and streaming subscriptions. Trustee Carr made a motion and Trustee Olthoff seconded to approve Motion to approve the updates to the Lansing Public Library's 2026 General Policy Manual: Lost and Damaged Materials. Upon a voice vote the motion passed.

Motion to approve the updates to the Lansing Public Library's 2026 General Policy: Parking Lot and After Hours

The updates include language explaining that cars cannot just park in the parking lot and consequences for patrons that violate the policy. Trustee Novak made a motion and Trustee Villa seconded to approve the updates to the Lansing Public Library's 2026 General Policy: Parking Lot and After Hours. Upon a voice vote the motion passed.

Motion to approve the updates to the Lansing Public Library's 2026 General Manual: Idea audio & Video Lab Equipment

The last line of the policy needed to be updated for copyright purposes. Trustee Montgomery made a motion and Trustee Olthoff seconded to approve the updates to the Lansing Public Library's 2026 General Manual: Idea audio & Video Lab Equipment. Upon a voice vote the motion passed.

Motion to approve the updates to the Lansing Public Library's 2026 General Policy Manual: Community Room Policy

The update is the number of people able to use the room changes from 10 to 7. However, the group will need to follow the meeting room policy as opposed to the study room policy. Trustee Carr made a motion and Trustee Novak seconded to approve updates to the Lansing Public Library's 2026 General Policy Manual: Community Room Policy. Upon a voice vote the motion passed.

Motion to approve the updates to the Lansing Public Library's 2026 General Policy: Study Room Policy

The policy was updated due to the new Smart boards in two study rooms and because of patron behavior issues. Trustee Novak made a motion and Trustee Olthoff seconded to approve the updates to the Lansing Public Library's 2026 General Policy: Study Room Policy. Upon a voice vote the motion passed.

Strategic Plan Update

The library director presented the quarterly Strategic plan report. Trustee Novak asked if there were any questions, and there were none.

Transfer into the Illinois Funds account: \$500,000.00, or \$750,000.00

The library director talked with the board on the amount to transfer funds into the Illinois Funds account. There was a handout with an overview of the library's finances for the next year. The resolution will be on the June agenda.

Atlas Trustee Training Day: Call for Registrations

Trustee Novak highly recommended the ATLAS event for new trustees. The library director informed the board that responses were due Friday, 4/24/2026.

Trustee Comments

None

Motion to Adjourn

Trustee Villa made a motion and Trustee Farmer seconded that the meeting be adjourned. Upon a voice vote the meeting was adjourned at 7:40 pm.

Submitted By:

Lisa Korajczyk

Library Director

Board Secretary, Steven Carr

Board President, Sharon Novak