

Lansing Public Library
September 17, 2026
Regular Board Meeting Minutes

Call to Order:

President Novak called the meeting to order at 5:00 pm

Roll Call:

Present: Trustee Carr, Trustee Farmer Trustee Montgomery, Trustee Novak, Trustee Olthoff, Trustee Villa

Late: Trustee Brown

Also Present: Lisa Korajczyk (Library Director), Beth Hamater (Assistant Library Director) Marla Cole Wieringa (Office Services Manager)

Facility Walkthrough

The Board walked through the facility and the grounds with Mr. Kieltyka. He informed them of the updates to the building and upcoming plans.

Recognition of Visitors & Public Comment:

Olivia Lares, Lorraine Pryzbyl, Tony Kiletyka

Correspondence:

There were a number of complimentary Patron Applause cards for the staff.

Approval of the Minutes:

Trustee Carr made a motion and Trustee Farmer seconded to approve the minutes from the Regular Board Meeting on August 20, 2026. Upon a voice vote the motion passed.

Motion to approve August 2026, and September 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 August and September expenditures for payroll, invoices, IMRF, credit/debit card and financial reports in the amount of \$221,725.60 and additional bills for \$6901.41 for a total of \$228,627.01. Upon a roll call vote the motion passed.

ROLL CALL:

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

Nays: 0

Abstain:

Director and Department Head Reports:

Old Business:

Dan Eallonardo remoted into the meeting to discuss the renovation project. He talked about the next steps in the project. The project budget is just under two million dollars. The specifications have been sent to the lawyer to look over and approve. Darren Schretter will send the bid notification to Ms. Hamater for publication in the local newspaper for publication. It should be in the paper by 10/8/2026. There will also be a pre-bid meeting at the library on 10/14/2026 in the late morning. The bids will be opened on 11/5/2026 and recommendations to the Board for the November board meeting.

New Business:

a. **Motion to approve the update to the Lansing Public Library's 2026 General Handbook: Notary Service Policy**

Trustee Montgomery made a motion and Trustee Carr seconded to approve the update to the Lansing Public Library's General Handbook: Notary Service Policy. Upon a voice vote the motion passed.

b. **Motion to approve the disposal of 6 Alcatel hot spots for \$111.00 each, 1 HP EliteOne desktop computer for \$1,274.00 and 1 Sony 54-inch monitor for \$850.00.**

Trustee Carr made a motion and Trustee Villa seconded to approve the disposal of 6 Alcatel hotspots for \$111.00. 1 HP EliteOne desktop computer for \$1,274.00 and 1 Sony 54-inch monitor for \$850.00. Upon a roll call vote the motion passed.

ROLL CALL:

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

Nays: 0

Abstain: 0

c. **Strategic Plan Report**

The director informed that Board that this report will wrap up the 2024-2027 Strategic Plan. Before moving onto a new plan, the director recommended focusing on the renovation project, and perhaps making it a two-year plan for the next Strategic Plan. The Board agreed to the proposal.

d. **Motion to approve a salary increase not to exceed 3% for the Library Director.**

Trustee Farmer made a motion and Trustee Montgomery seconded to approve a 3% raise for the library director. Upon a roll call vote the motion passed.

ROLL CALL:

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

Nays: 0

Abstain: 0

e. **Motion to Ban for 1 year the African American gentleman over the incident in the bathroom.**

Trustee Carr made a motion and Trustee Olthoff seconded to approve the 1-year ban for the African American gentleman for the incident in the bathroom. Upon a voice vote the motion passed.

f. **Levy Discussion**

The director gave the board multiple scenarios for the FY 26 Levy. The board can think about what is best for the community and the library. The Board asked the director to place the motion on the October agenda.

g. **Trustee By-Laws Discussion**

The board talked about the board self-evaluation, and what other changes they would like to see in the by-laws. They decided to send any updates to the director by 10/5/26 for the October board meeting.

h. **Updated Succession Plan 9/2026**

The director updated some information in the Succession Plan. Each trustee has a new copy and one is locked in the cabinet.

Trustee Comments:

Trustee Brown needs help with the Cyber Security training. The director informed Trustee Brown that Ms. Staley will be back in the office 9/18/26. Some of the board members will be going to the Friday Night fundraiser for the Ford Hanger event.

Motion to Adjourn:

Trustee Montgomery made a motion and Trustee Carr seconded that the meeting be adjourned. Upon a voice vote the meeting was adjourned at 6:37 pm.

Submitted By:

Lisa Korajczyk

Library Director

Board Secretary, Steven Carr

Board President Sharon Novak