

Lansing Public Library
Board of Trustees
Regular Board Meeting Minutes
June 18, 2020

Board Vice President Sharon Novak called the Regular Board meeting to order at 6:33 pm.

Present: Mozella Brown, Bonnie Cuthbert, Sharon Novak, Lillian Ball and Jeri Villa
and Judith Koch

Absent: Tim Glinski

Visitors: None

Also Present: Debbie Albrecht, Library Director and Eleanor Borys, Admin. Asst.

Correspondence: Debbie shared a letter from the Office Secretary of State confirming award the Lansing Library a FY2020 Illinois Public Library Per Capita Grant in the amount of \$35,413.75. Debbie mentioned the new state law “Election Day” is now a state Holiday. She is not sure how that will affect the Library since we are a polling place. Debbie also mentioned that she has meet with Darren, Engineers and Emily and they are close to going out to bid. They may need to change July’s board meeting or have a special August meeting to approve the bids.

Approval of Minutes: Bonnie Cuthbert moved and Judy Koch seconded the motion to approve the May 21, 2020 minutes of the Regular Board Meeting. All present voted aye. Motion carried.

Approval of Expenditures: Bonnie Cuthbert moved and Judy Koch seconded to approve payment of the June 2020 General/Prepaid bills in the amount of \$104,753.76. All present voted aye on a roll call vote. Motion carried.

Accept Director and Department heads’ Monthly Reports: Debbie said she will have a copy of IPLAR report at the next board meeting.

Friends of the Library: The Friends of the Library are still our friends and Debbie said she is not sure when they will be able to return to the Library.

Final Reading and Approval of Cashless Transactions Policy: Debbie read the changes.

Bonnie Cuthbert moved and Mozella Brown seconded to approve the Cashless transaction Policy.

All present voted aye on a roll call vote. Motion carried.

Approve Re-opening for Partial Services to the Public on Monday June 29th Regular Hours moving forward: Debbie explained her plan for the soft opening of the Library. The curbside will continue. There will be no sitting allowed. The computers will be available as well as the ability to brows the shelves, the use of the scanner/fax and copy machine. The study rooms will also be available to library cardholders.

Judy Koch moved and Bonnie Cuthbert seconded the motion to approve the partial re-opening on June 29, 2020. All present voted aye. Motion carried.

Approve Letter to be Sent to All Memorial Parents Regarding Closure of the Lower Level:

Debbie gave the board a copy of the letter that will be sent to all Memorial parents. Bonnie asked to clarify who needs to be with a parent. Debbie said any 8th grader and younger.

The board approved.

Discussion on Per Capita Requirements: Debbie stated that this would have to be tabled until a later meeting as requirements have not yet been published.

Vote on status of Executive Board Minutes: Debbie stated that the board votes on Executive minutes to remain sealed or not every six months. Judy Koch moved and Bonnie Cuthbert seconded the motion to keep the Executive Board Minutes sealed. All present voted aye. Motion carried.

Vice President Sharon Novak declared the Regular June 18, 2020 Board Meeting adjourned at 6:48 p.m.

The next regular board meeting will be on July 16, 2020.

Submitted by,

Eleanor Borys,

Administrative Asst.