

Lansing Public Library
Board of Trustees
Regular Board Meeting Minutes
November 18, 2021

Board Vice President Sharon Novak called the Regular Board meeting to order at 6:28 pm.

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

Absent: Tim Glinski

Also Present: Lisa Korajczyk, Library Director and Eleanor Borys, Admin. Asst.

Visitors: None

Correspondence: Lisa shared a letter addressed to the Library re: Estate of Sam Kintzer to inform us that Mr. Kintzer provided a gift to the Library upon his death in the amount of \$5,000.00 and the Trustee will distribute early next year. Lisa suggested maybe to purchase a CD when we receive the funds.

Approval of Minutes: Bonnie Cuthbert moved and Judy Koch seconded the motion to approve the October 21, 2021 minutes of the Regular Board Meeting.
All present voted aye. Motion carried.

Approval of Expenditures for payroll, invoices and Treasurer's report: Bonnie Cuthbert moved and Judy Koch seconded to approve payment of the November 2021 General/Prepaid bills in the amount of \$161,434.88 and additional November 2021 bills in the amount of \$5,718.31. Roll call vote. All present voted aye on a roll call vote. Motion carried.

Accept Director and Department Heads' Monthly Reports: Lisa made note of the new format in the Directors report. Lisa also mentioned PLA is going to be in Portland next spring and she along with Department Heads are planning on attending.

First Reading and tabling of new Lansing Public Library Emergency Preparedness Manual:

Lisa gave all Trustees a copy of the Emergency Preparedness Manual to look thru and we will vote on at the next meeting.

Holiday Schedule and Library Board Meeting Schedule for 2022:

Lisa distributed copies to all board members the 2022 Board meeting and Holiday dates.
Mozella Brown moved and Bonnie Cuthbert seconded to accept Holiday schedule for 2022.
Bonnie Cuthbert moved and Lillian Ball second to accept the Board Meeting schedule for 2022.
All present voted aye on a roll call vote. Motion carried.

Library Credit Card: Lisa has been working with the Village/First National Bank to provide the Library with a Credit Card.

Public Library Conference March 2022: Lisa stated that this conference is every two year and next year it will take place in Portland and she and 3 Department Heads plan to attend.

Approval to close the library on Friday 12/3/21 for the staff in-service and holiday party:

The topic this year is Homeless Compassion & Fatigue and will be via Zoom. Luncheon to follow.
Bonnie Cuthbert moved and Judy Koch seconded the motion to approve the Library closed for All Staff to Attend Area In-Service in AM and Christmas Luncheon in PM on Friday, December 3, 2021.
All present voted aye on a roll call vote. Motion carried.

Intergovernmental agreements for the local school districts: Lisa explained what this would mean for the Library and will get it prepared for the next board meeting.

Vote on status of Executive Board Minutes: Bonnie Cuthbert moved and Judy Koch seconded the motion to keep the Executive Board Minutes sealed.
All present voted aye. Motion carried.

Vice President Sharon Novak declared the November 18, 2021 Board Meeting adjourned at 7:25 p.m.

The next regular board meeting will be on January 20, 2022.

Submitted by,

Eleanor Borys, Administrative Asst.

Trustee Lillian Ball, Board Secretary

Board Vice President Sharon Novak