

**Lansing Public Library
Board of Trustees
Regular Board Meeting
March 15, 2007
Minutes**

President Tom Nowak called the Lansing Public Library's March, 2007 Regular Board Meeting to order at 6:30 P.M.

Present: Carrie Appold, Bob Lauer, Tom Nowak, Bob Reich, Howard Schug

Absent: Laura Hyzy, Mary Kern

Also Present: Debbie Albrecht, Library Director
Joan Ridder, Administrative Asst.

Visitor Present: Patricia Higgins, Sandra Iosue, Nancy Yos

Approval of Minutes. Bob Reich moved and Howard Schug seconded to approve the February 15, 2007 minutes. All present voted aye. Motion carried.

Financial Report. Howard Schug reported that as of 3/14/07, the library bank statement reflected a balance of \$783,571.12. We are 83% through the year and 74% of the budget has been spent.

Approval of Bills. Howard Schug moved and Bob Lauer seconded to approve the February 2007 bills in the amount of \$76,010.43, and the additional February 2007 bills in the amount of \$3,305.88. All present voted aye on a roll call vote. Motion carried.

Correspondence/Board Comments. A card was received from Lynn Teller, granddaughter of Winifred Edwards-Gaetze, thanking Debbie and all those responsible for dedicating the Book Sale Room to her grandmother. An article in the Times that highlighted the library's Dr. Seuss party was shown to the Board.

Discussion of Minutes from Department Head Meetings. Tom Nowak informed Debbie that the Board would like to have monthly reports from the Director and Department Heads again rather than the weekly minutes from the department head meetings.

Debbie informed the Board that Channel 4 was here Wednesday morning filming the pilot for "Hard Cover Feedback" hosted by Kelly Campos and Brandi Smits of the Youth Services Teen Dept. If this show takes off, it will become a monthly series which may be shopped out to other local cable networks.

Unfinished Business:

- 1. Fax Policy – 2nd Reading:** Bob Lauer moved and Carrie Appold seconded to adapt the fax policy as presented. All present voted aye. Motion carried.
- 2. Mid-Summer Night in the Vineyard @ your library:** This wine tasting event, sponsored by Friends of the Library, will be on June 29 from 6 to 9 p.m. It will be in the Community Room and Courtyard. The wine will be supplied by Santori Liquors. The “Wine Diva” will be a featured guest. Sandra Iosue has acquired the services of an acoustics group to play background music that evening.
- 3. Repairs to the outside of the library:** Debbie informed the Board that she believes it is necessary to wait to see how much money is left at the end of the fiscal year before beginning any repairs to the out side of the building. The Board agreed.
- 4. Trustees Leaving the Board:** Bob Lauer and Bob Reich informed Debbie that they do not want to be appointed for another term when their term expires next month. Howard Schug is considering the matter, and will advise Debbie of his decision in three weeks.
- 5. Block Party:** The library’s first Block Party is scheduled for June 8 in front of the library on Indiana Avenue. This event will kick off the Summer Reading Program. There will be entertainment, games and activities. Debbie said she plans on involving staff and attendees in playing “Stump the Librarian.” She is checking with the Village regarding insurance coverage and getting a permit for this date.
- 6. New desk installation and door openers update:** The desk for the Circulation Dept. will be installed tomorrow. The Reference Dept. desk and the door openers will be done in two weeks. Debbie is planning on having all the work completed by the end of March.

New Business:

- 1. Friends of the Library:** Nancy Yos, President of Friends, presented the Library Board of Trustees with a check in the amount of \$8,000.00, to be used toward the cost of the new desks and door openers. Tom Nowak accepted the check on behalf of the Board, and thanked Nancy and the Friends for their successful fund raising efforts. Debbie informed the Board that although raising this amount of money had seemed like a daunting task to the Friends, they still have \$675.00 left in their bank account.
- 2. Good Neighbor Parade:** The theme for the Good Neighbor Parade this year is “Forty Years of Fun.” Debbie advised the Board that the Library’s will be “Fun, fun, fun at the Library.” The date of parade is May 5.

3. **Mission Statement:** Debbie expressed her opinion that the library's Mission Statement should not be changed. She feels it is complete and up to date. Tom Nowak read the statement to the Board. It has been prominently displayed in the library. Bob Reich suggested the possibility of enlarging the lettering, so that the statement could be spread across one of the walls.
4. **New Anti-Virus Software and Installation:** Debbie explained the options offered in the quote received from SR Squared. Panda Anti-Virus Software is being quoted rather than Symantec because Kelli was advised by Sherwin Rosenfeldt they have experienced problems recently with Symantec.

After discussing this matter, Bob Lauer moved and Howard Schug seconded the acceptance of SR Squared Computers Option #2, a 36 month contract for Panda Software Antivirus BusinessSecure with TruPrevent. for \$2,878.50, plus labor. All present voted aye on roll call vote. Motion carried.

5. **FY2007-2008 Budget:** A Special Budget Meeting was called for Monday, April 2, at 6:30 p.m. Howard Schug asked that the board members be called that day as a reminder.
6. **Distribution of Director Evaluation Forms, Accomplishments of the First Year, and Goals for 2007-2008:** As requested, Debbie distributed these forms to the Board for their perusal..

Tom Nowak declared the Regular Board Meeting adjourned at 7:10 p.m., and requested the Board enter into Executive Session.

Submitted by

Joan Ridder, Administrative Asst.

