

**Lansing Public Library
Board of Trustees
Regular Board Meeting
February 16, 2006
Minutes**

President Tom Nowak called the Lansing Public Library's February 2006 Regular Board Meeting at 6:28 P.M.

Present: Carrie Appold, Laura Hyzy, Tom Nowak, Bob Reich

Absent: Mary Kern, Bob Lauer, Howard Schug

Also Present: Patricia Higgins, Interim Director
Joan Ridder, Administrative Asst.

Visitors Present: Debbie Albrecht, Paula Else, Sandra Iosue, Irene Sherlund, Kelli Staley

Approval of Minutes. Bob Reich moved and Laura Hyzy seconded to approve the corrected January 19, 2005 minutes of the Regular Board Meeting. Motion carried.

Approval of Bills. Laura Hyzy moved and Bob Reich seconded the approval of the February bills in the amount of \$63,799.68 and the Additional February bills in the amount of \$3,599.57. All present voted aye on a roll call vote. Motion carried.

Financial Report. In view of Howard Schug's absence at the meeting, there was no February financial report. Patricia Higgins informed the Board that she met with Butch Kooy, Village Treasurer today and obtained necessary figures for preparation of the 2006-2007 library budget.

Communications. Patricia Higgins informed the Board that a letter was received, along with a copy to President Tom Nowak, from the Secretary of State's office, informing the Library of the FY2006 Per Capita Grant award of \$34,890.86. All funds must be expended by June 30, 2007.

Discussion of Director's Report and Department Head Reports

Patricia Higgins informed the Board that an electrician from Sievert Electric came out to check the electrical problems that have been happening at the Adult Services desk in recent months. He found the difficulties were occurring because of the line that was run between the library and the Historical Society, which overloaded when the Christmas trees were displayed. He suggested tapping into a more stable source to correct the situation.

Laura Hyzy asked if the tuckpointing recommendation mentioned in Bob Gross' monthly report was a matter of concern. Patricia Higgins informed the Board that she has two leads to contact about this development, but does not see that it is an immediate problem.

The Board suggested reviewing the Historical Society rental contract with the Library, and examining the possibility of another facility opening up to them when the Village offices move to one larger building and other Village buildings are vacated.

Laura Hyzy reported that between the two recent three-hour book sales and the Valentine raffle, Friends has raised \$1,668.00.

Tom Nowak commented on the \$1,000 check donated by Walmart.

Laura Hyzy commended Irene Sherlund and her staff for evaluating the collection according to the needs of the patron and appreciated the way the Technical Services report conveyed this attitude.

Unfinished Business.

1. Computer and Internet Use Policy Revision

As proposed in last month's meeting Kelli Staley, Webmaster, wished to do away with the \$5 fee charged to out of town internet users. After discussing this matter, the Board agreed that this fee should be waived. It was proposed that the user must show some form of ID to Circulation, Reference, or Adult Services staff and sign the library Internet Use Agreement form. It was proposed that a copy of their identification be made for library records, and a temporary card be given to the out of town internet user. When the individual finishes using the internet, the card would be returned to the desk where it was obtained.

Tom Nowak also suggesting adding the wireless internet use proposal to our present policy since this will be activated in the near future.

2. Part-time hours

Laura Hyzy asked Patricia Higgins how many hours have been cut since the new policy was implemented. Patricia Higgins stated that even though hours were cut in every department, it did not add up to a big savings for the Library.

- 3.** Laura Hyzy asked Patricia Higgins why the internet was taken from the terminals in the back of the library, and conveyed this was very inconvenient to her as a patron. After discussing the matter at length, the Board suggested keeping the terminal nearest to the Reference Dept. as a catalog only terminal and having the unit near Adult Services available for Internet use.

New Business.

1. Approve Ad for Library Director

The Board approved the proposed ad for the new director, with the addition of listing the annual budget of the Library as 1.5 million dollars.

Patricia Higgins distributed David Seleb's list of publications available for advertising the Library Director job opening. The Board asked her to start advertising in all the publications, with the exception of the ALA Online Jobs and the Chicago Tribune. The Board approved the \$80 monthly fee to advertise with ILA.

2. Develop Timeline for Hiring Process

The Board proposes having all job applications by the end of March, enabling them to make a recommendation at the April board meeting. With this timetable, they hope to have the new director in place by June 1st.

3. Set Date for Strategic Planning Workshop

The date for the Strategic Planning Workshop was tentatively set for Saturday, March 4. The Board requested that Patricia Higgins call MLS to see if Kathryn Deiss would be available to come out that day as facilitator. Patricia Higgins stated that this process might take more than one meeting.

4. Computer Class Deposits

The Board approved Kelli Staley's suggestion regarding a \$5.00 returnable deposit for computer class registration. The main purpose of this would be to cut down on class cancellations and generate a bit of revenue by charging the patrons who do not show up for a class.

5. Preliminary Budget

Patricia Higgins distributed preliminary copies of the 2006/2007 budget to the Board. The final budget will be required for submission to the Village by the end of May.

Additional Items:

Patricia Higgins informed the Board that she has been obtaining pricing for stools to be used at the stand-up computer terminals. Barbara Milton received the information from Gaylord Office Supply Company. At the cost of \$196.00 each and the need for new furniture in Youth Services, the Board tabled this matter at this time.

Tom Nowak declared the Regular Board Meeting adjourned at 7:55 P.M.

Tom Nowak moved to enter into Executive Session as allowed in Illinois Compiled Statutes, 5 ILCS120/2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. All present voted aye in a voice vote.

Submitted by
Joan Ridder, Administrative Asst.

