

**Lansing Public Library
Board of Trustees
Regular Board Meeting
January 19, 2006
Minutes**

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

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

Absent: Laura Hyzy

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

Visitors Present: Debbie Albrecht, Debbie Boroviak, Paula Else, Gail Guzman, Kathy Gough, Sandra Iosue, Barbara Milton, Irene Sherlund, Kelli Staley

Approval of Minutes. Howard Schug moved and Carrie Appold seconded to approve the December 15, 2005 minutes of the Regular Board Meeting. Motion carried.

Approval of Bills. Howard Schug moved and Bob Reich seconded the approval of the January bills in the amount of \$70,191.81 and the Additional January in the amount of \$1,848.43. All present voted aye on a roll call vote. Motion carried.

Financial Report. Howard Schug informed the Board that at the present time there is \$322,706.98 in the Library's general account. We are 2/3rds through the fiscal year and have expended 67% of the annual budget. Tax monies should start being deposited in March. That, combined with a careful watch on expenditures, should enable us to end the fiscal year with enough money to start a reserve fund.

Communications. Patricia Higgins informed the Board that Zone 6 has invited the Board to a farewell luncheon for Bill Babcock at the Dragon Inn on Wednesday, February 8.

Patricia Higgins informed the Board there should be a policy established to prevent staff from forwarding library emails to personal accounts and conducting library business via personal email.

Tom Nowak said Laura Hyzy wished to inform the Board that Friends has raised almost \$9,000 at the library book sales they have sponsored thus far. The Friends are presently in the planning stage of dedicating the Book Room to a former Lansing Public Library director. Once they have gathered all the information, they will present it to the Board.

Patricia Higgins informed the Board that she attended an MLS meeting recently, and there was much conversation about the upcoming Advocacy Day in Springfield, IL. Buses will be available to transport people from MLS headquarters to the capitol. Library board members are encouraged to attend, as they, being elected officials, would have the opportunity to speak to the elected officials in Springfield.

Howard Schug will be representing the Board at the Staff Meeting tomorrow.

Patricia Higgins advised the Board that she received two quotations for cleaning the carpet and chairs in the director's office. The Board recommended Prestige Carpet Cleaning be called, as they have been satisfactorily doing the Library carpets for years at a reasonable cost.

Tom Nowak advised the Board that he recently received a call from an upset patron who wanted the Board to know that she was unhappy with the treatment she received three times recently from library staff over a Circulation Dept. issue.

Patricia Higgins informed the Board that the Library Newsletter will be coming back as an "in-house" publication soon due to popular demand. It will remain this way until budget constraints are lifted and the regular mailings can resume.

Old Business.

1. Printer Purchase for Youth Services

Debbie Albrecht presented her findings to the Board. She recommended leasing the Toshiba eStudio 280 CP from AT Business Products. Kelli Staley and Patricia said it would be compatible with the current software. The leasing options available are 36 months @ \$162.00, 24 months @ \$239.00, and 12 months @ \$450.00 per month.

Bob Reich moved and Bob Lauer seconded the lease of a Toshiba Model eStudio 280 CP Printer from AT Business Products at \$450 a month for a period of 12 months, with an option to purchase for \$1 after that time, and the approval of a one year maintenance fee at an additional cost of \$399. All present voted aye on a roll call vote. Motion carried.

New Business.

1. Tek-Collect Service and Fees

The Board approved the payment of \$1,000 to Tek-Collect Collection Service for referring 100 referral collection accounts to the m. This amount should last until the Library has a new director in place. Before the next order is placed, however, the Board recommended giving the collection agency in Lansing an opportunity to bid.

2. Credit Card for the Library

Patricia Higgins is looking into getting a new credit card for the Library. This subject was tabled until she receives more information.

3. Accrued Sick Time for Part-Time Staff

Discussion of accrued sick time for part-time staff was tabled until next month.

4. Policy for Unpaid Time for Part-Time Staff

Discussion of unpaid time for part-time staff was tabled until next month

5. Computer and Internet Use Policy Revision (first reading)

After discussing the \$5 internet use charge for non-Lansing internet users, it was decided to adapt the proposed policy revision to eliminate the charge, and vote on the revised policy at next month's meeting.

Tom Nowak moved to enter into Executive Session to discuss personnel issues after adjournment of the Regular Board Meeting. All present voted aye in a voice vote. Tom Nowak declared the Regular Board Meeting adjourned at 7:45 P.M.

Submitted by
Joan Ridder, Administrative Asst.