

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

Secretary Mary Kern called the Lansing Public Library's March 2006 Regular Board Meeting to order at 6:30 P.M.

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

Absent: Tom Nowak, Laura Hyzy

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

Visitors Present: Debbie Albrecht, Paula Else, Gail Guzman, Sandra Iosue, Kelli Staley

Approval of Minutes. Bob Lauer moved and Howard Schug seconded to approve the February 16, 2006 minutes of the Regular Board Meeting. Motion carried.

Approval of Bills. Bob Lauer moved and Bob Reich seconded the approval of the March bills in the amount of \$82,791.86 and the Additional February bills in the amount of \$2,759.30. All present voted aye on a roll call vote. Motion carried.

Financial Report. Howard Schug reported that more than 83% of the fiscal year is over and 78% of the budget has been spent. If real estate tax revenue continues to come in as expected, the library may end the fiscal year 5% under budget.

Discussion of Director's Report and Department Head Reports

Patricia Higgins informed the Board that she received two estimates from A-1 Tile Repair for repairing the loose floor tile in the entranceway. After these two bids were written, it was discovered that the damaged area extends beyond the area originally quoted.

Although Patricia Higgins contacted two other tile companies for their quotations, neither returned her call. After the Board investigated the problem area, Bob Reich said he would call the library on Monday, March 27 with another estimate.

Patricia Higgins stated that Mary Lou Lowrey reported that six applications for director have been received thus far. President Tom Nowak will be kept informed of the developments.

Regarding the Toshiba printer for Youth Services, Andy Dunlop of AT Business Products has been informed that the model ordered is no longer manufactured. He will continue to work on finding a printer that will accommodate the needs of this department.

Patricia Higgins advised the Board that the owner of Sandell Cabinets returned her call about cutting down the stand-up computer station to sit-down station height. The cost would be \$960, and the unit would have to be dismantled and taken back to the shop for the job. After discussing this matter, the Board decided to keep the unit as is for the present time.

Unfinished Business.

1. Computer and Internet Use Policy Revision

Bob Lauer moved and Carrie Appold seconded the adoption of the Computer & Internet Use Policy Revision, as proposed, with the deletion of “within three hundred feet” from the paragraph near the end of the policy. All present voted aye on a roll call vote. Motion carried.

New Business.

1. Tole Tel Service Contract

Bob Reich moved and Howard Schug seconded the renewal of the Tole Tel Communications Service Contract. Patricia Higgins will contact Linda Munari to amend her invoice to show \$2,402.00 as the correct amount due. All present voted aye on a roll call vote. Motion carried.

2. Amber Mechanical Contract

Howard Schug moved and Bob Lauer seconded the renewal of the Amber Mechanical Service Contract in the amount of \$8,724.00. All present voted aye on a roll call vote. Motion carried.

3. Canon Service Contract Renewal

Howard Schug moved and Bob Reich seconded the renewal of the Canon Service Contract in the amount of \$819.00. All present voted aye on a roll call vote. Motion carried.

4. Sievert Electric Bid

Howard Schug moved and Bob Lauer seconded to approve Sievert Electric Service’s bid for doing the computer connection work in the Story Hour Room and for reworking the electrical wiring at the Adult Services Desk. Sievert has a working agreement with Tole Tel, our current telephone communication system. All present vote aye on a roll call vote. Motion carried.

5. Strategic Long Range Planning

Patricia Higgins discussed the handout included in the board packet summarizing the March 4 Strategic Long Range Planning meeting facilitated by Kathryn Deiss of MLS.

A summer programming planning committee was established at that time.

The library's mission statement will be rewritten and a vision statement will be drafted by the end of March.

6. Preliminary Budget

Patricia Higgins distributed revenue estimates and expenditure estimates for the FY2006-2007 budget, along with a sheet showing the figures used to determine those estimates.

The Board will review this information and discussion of the 2006-2007 budget will resume at next month's meeting.

Additional Items:

Bob Reich suggested the Library pay for four or five tickets to the April 21st gala unveiling of the sidewalk Tri-Motors at the Lansing Country Club. The Board concurred that those involved with the project should represent the Library at this function.

Debbie Albrecht informed the Board of the furniture library staff recently acquired for the Youth Services and Adult Services Departments. \$585.00 of the \$1,000 donated by Walmart was used to purchase a couch, six club chairs and two antique tables.

Mary Kern declared the Regular Board Meeting adjourned at 8:00 P.M.

Submitted by
Joan Ridder, Administrative Asst.