

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

President Tom Nowak called the Lansing Public Library's November 2006 Regular Board Meeting to order at 6:30 P.M.

Present: Carrie Appold, Laura Hyzy, Mary Kern, Bob Lauer, Tom Nowak, Howard Schug
(Mary Kern arrived at 6:45; Bob Lauer arrived at 6:50.)

Absent: Bob Reich

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

Visitors Present: Paula Else, Patricia Higgins, Sandra Iosue, Kelli Staley

Approval of Minutes. Bob Lauer moved and Laura Hyzy seconded to approve the October 12, 2006 minutes which were amended to remove Kelli Staley's name from the visitor list. Motion carried.

Financial Report. Howard Schug reported that we are 50% through the fiscal year and 44% of the budget has been expended. As of November 14, the library bank balance was \$706,455.07.

Debbie informed the Board that she spoke with Village Treasurer Nancy Noworyta about the insurance figures posted on the Village financial reports, and she confirmed that these amounts are unpredictable and can go up or down.

Approval of Bills. Howard Schug moved and Carrie Appold seconded to approve the October bills in the amount of \$82,445.09 and the Additional October bills in the amount of \$3,949.42. All present voted aye on a roll call vote. Motion carried.

Correspondence. Debbie informed the board of the various newspaper articles on the board table for their perusal.

Discussion of Director's Report and Department Head Reports.

Laura Hyzy congratulated Debbie on obtaining the Live and Learn Construction Grant .
Debbie informed the Board that she would give them more details on this grant later in the meeting.

Carrie Appold commented that she was pleased to see the library focus on programs and materials for the Spanish community; namely the new Spanish collection, the new Spanish addition on our website, and the training classes being held to help non-English speaking individuals learning the language. Debbie informed the Board that the library was featured on ALA Direct.

Unfinished Business:

- 1. Ambrose Design Proposal:** Debbie informed the Board that the cost of the landscaping work proposed by Ambrose Design would be \$19,000. This would not have to be done all at once; it could be done in sections, and he would work with us whenever we have the money to do it.
- 2. M&M Roofing Window Replacement Proposal:** M&M's quote was half as much as the other quotes, but in view of the cost, she and the Board agreed to table this matter for the time being.
- 3. Accessibility Grant:** Debbie informed the Board that she received the contract from the State of Illinois, which she is signing and sending back to them. A check for \$12,500 will be received from the state, and the Friends of the Library committed up to \$8,000 towards this project at their meeting last night. \$1,100 will come from the balance remaining from the HVAC project, \$1,000 will come from the ADA programming budget, leaving a small balance that will either come from donations from service groups and /or banks Debbie plans to contact. Otherwise, the remainder will come out of the library's account.
- 4. ESL Training and Adult Tutoring:** Debbie reported that ten new tutors were trained here recently (including two of our staff, Patti Baker and Debbie Boroviak.) The South Suburban Literacy Council is now in the process of placing people with the tutors. The tutors have agreed to volunteer two hours a week of their time for no less than six months. In addition to this preliminary training, we hope to do more training here next year. As Carrie Appold said earlier, we are in the process of developing a collection for Spanish speaking patrons. In May, we hope to have a big Cinco de Mayo celebration in the hopes of acquainting more people with the programs offered here at the library.
- 5. April 2007 Election:** Debbie reminded the board members that the terms for Bob Lauer, Bob Reich and Howard Schug will be ending in April. She distributed the 2007 Candidate's Guide to them for their perusal.

New Business:

- 1. Fax Machine User Policy:** A policy will be written for public use of the library fax machine. After a 1st reading, it will be brought to the Board for a vote. Until the policy is in place, patrons are to be directed to the Reference Dept. for this service.
- 2. Friends of the Library:** Laura Hyzy encouraged everyone to come out for the Bake Sale on Saturday, December 9, from 9 to 2 p.m. in the Community Room. Friends has set aside \$100 for postage costs to send twelve boxes to the military in conjunction with "Samples for Soldiers." Sandra said that we will continue to collect "Samples for Soldiers" as long as people keep dropping off their donations. Debbie is very grateful to the Friends for the money they have raised that will go towards the purchase of the ADA desks and doors.
- 3. Approval of 2006 Levy Ordinance to be set at 4.5% increase over the 2006 Levy:** Howard Schug moved and Bob Lauer seconded the approval that the 2006 Levy Ordinance be set at a 4.5% increase over the 2005 Levy. All present voted on a roll call vote. Motion carried.

4. **Proposed Minimum Wage Increase to \$7.50 as of July 1, 2007:** Debbie expressed concern to the Board that another increase in the minimum wage makes it difficult to address the library's salary issues.

5. **Kelli Staley's MLS Award for Innovation in Technology:** Kelli Staley was congratulated for winning the first MLS award for "Innovations in Technology." Debbie reminded the Board that Kelli does many things for the library and has been able to save the library money by doing tasks that Sherwin Rosenfeldt of SR Squared used to have to be called to do.

6. **Staples Account:** Barb Milton and Debbie recently met with the Staples sales representative who was able to beat some of our office supply prices, so we will be ordering some supplies from Staples now.

7. **Try-It! Illinois:** Debbie distributed this handout for the Board to read.

8. **Newsbank:** After discussing the pros and cons of this reference tool, Howard Schug moved and Bob Lauer seconded to reduce the coverage to the Chicago Tribune at this time, and add the Tribune Archives. This would change the price from \$10,441.00 to \$6,574.00. It was decided that the money saved would stay in the Reference budget and be used to purchase access to a genealogy database, as well as other reference resources. Tom Nowak recommended revisiting the Newsbank matter in six months after tracking its use. All present voted aye on a roll call vote. Motion carried.

9. **Mileage Rate for 2007:** The mileage rate for 2007 will increase to 49 cents.

10. **Rotary Club Membership:** Debbie and Sandra were asked to consider joining the Rotary Club. Since the cost would be \$800 a year, the Board vetoed this idea.

11. **December meeting:** Laura Hyzy moved and Howard Schug seconded that the December meeting be cancelled. All present voted aye. Motion carried. The December bills will be prepared and brought to the Village Hall after three board members sign them. The Board will vote to approve the December bills at the January board meeting.

Tom Nowak declared the Regular Board Meeting adjourned at 7:35 P.M. and requested the Board enter into Executive Session.

Submitted by

Joan Ridder
Administrative Asst.