

Lansing Public Library Board of Trustees Regular Board Meeting Minutes
September 19, 2024

Call to Order

President Sharon Novak called the Regular Board meeting to order at 6:00 pm.

Present: Trustee Novak, Trustee Cuthbert, Trustee Brown (arrived 6:10), Trustee Carr,
Trustee Farmer, Trustee Klausner and Trustee Villa

Absent: None

Also Present: Lisa Korajczyk, Library Director, Eleanor Borys, Admin. Asst. and Tony Kieltyka

Recognition of visitors/Public Comment:

Visitors: Ken Reynolds, Village of Lansing Fox Pointe

Mr. Reynolds wanted to give a Big Thank You to the Library board/staff for our partnership in the Cultural Celebration Day at Fox Pointe. Ken also stated that he is hopeful we will again partner with the Village on June 21, 2025.

Correspondence: Patron shout outs and applause several employees, Article from the South town newspaper A letter from Peregrine Stim Newman regarding dates relevant to the consolidated election for April 1 2025.

Approval of Minutes: Trustee Cuthbert moved and Trustee Novak seconded the motion to approve the July 18, 2024 minutes of the Regular Board Meeting,
Voice vote. Motion carried.

Approval of Expenditures for payroll, invoices and Treasurer's report:

Trustee Cuthbert moved and Trustee Novak seconded to approve payment of the July/August 2024 General/Prepaid bills in the amount of \$267,468.16, August/September General/Prepaid bills in the amount of \$155,255.54 and additional September 2024 bills in the amount of \$8,341.12.
Roll call vote. All present voted aye. Motion carried.

Director and Department Heads' Monthly Reports: Reports given to the Board of Trustees.

OLD BUSINESS:

Update on HVAC project: No update as of today, we are waiting on the permits to start the project.

Motion to approve the quote from IWS Inc. for \$24,500.00 to repair the retaining wall:

Trustee Carr moved and Trustee Farmer seconded to approve the quote from IWS., Inc in the amount of \$24,500.00 to repair the retaining wall.
Roll call vote. All present voted aye. Motion carried.

NEW BUSINESS:

Serving Our Public chapters 1-5: The Director reminded trustees to read the chapters.

Discussion on changing board meeting time to 6 PM: The Director explained several reasons why the board meeting time should be changed.

Discussion on adding an August board meeting: The Director's recommendations to the Board would be to add the August board meeting, but December would remain as is.

Discussion for upcoming year's levy request: 4.95%: The discussion was agreed that for next year's levy be 4.95%.

Motion to approve the updates to the 2024 Trustee By Laws;

Trustee Novak moved and Trustee Cuthbert second the motion to approve the 2024 Trustee By Laws with the additional time change and adding August as a board meeting month.

Voice vote. All present voted aye. Motion carried.

Motion to approve the Johnson Floor for \$10,085.00 stair repairs: Tabled

Motion to approve a 10 months ban women for African American woman who stalked the middle school aged child on the library property: Trustee Carr moved and Trustee Cuthbert second motion to ban African American woman who stalked the middle school aged child from the library property for 10 months. Voice vote. All present voted aye. Motion carried.

Motion to open the Lansing Library's Executive session from July 18, 2024:

Trustee Novak moved and Trustee Villa second the motion to open the Lansing Library's Executive from July 18, 2024. Voice vote. All present voted aye. Motion carried

Motion to approve the executive session minutes from July 18, 2024

Trustee Cuthbert moved and Trustee Villa second the motion to approve July 18, 2024 executive session minutes. Voice vote. All present voted aye. Motion carried

Motion to approve the updates to the Lansing Public Library's Personnel Handbook:

Trustee Cuthbert moved and Trustee Villa second the motion to approve the updates to the Lansing Public Library's Personnel Handbook in regards to vacation time.

Motion to approve the updates to the Lansing Public Library’s 2024 General Policy: Safe Child

Policy: Trustee Carr moved and Trustee Villa seconded the motion to approve the 2024 General Policy: Safe Child policy. Voice call vote. All present voted aye. Motion carried.

Motion to disposal of two chairs for \$200.00 and sofa for \$100.00 in the staff room & the TPLink Network switch model TL-SG3424 for \$500.00, 1 self-check machine EliteOne for \$1,187.00, drawer file cabinet for \$200.00, 5HP computer fans SPS=Fan Galahad \$45.00, 2 patio tables \$1,400.00, 2 storage tables \$400.00.:

Trustee Cuthbert moved and Trustee Carr second the motion to dispose of two chairs for \$200.00 and sofa for \$100.00 in the staff room & the TPLink Network Switch model TL-SG3424 for \$500.00, 1 self-check machine EliteOne for \$1,187.00, drawer file cabinet for \$200.00, 5HP computer fans SPS-Fan Galahad \$45.00, 2 patio tables \$1,400.00, 2 storage tables \$400.00.: Roll call vote. All present voted aye. Motion carried

Motion to go into Executive Session under Section 2 (c) (1) of the Open Meetings Act for “The appointment, employment, compensation, discipline, performance or dismissal of specific employees” as mandated by Section 2.06 of the Open Meetings.

President Novak said she did not find it necessary to enter into executive session under Section 2 (c) (1) of the Open Meetings Act for “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees” as mandated by Section 2.06 of the Open Meetings. Roll Call: Trustee Brown, Trustee Cuthbert, Trustee Novak, Trustee Villa

Motion to approve a pay increase for the library Director:

Trustee Villa moved and Trustee Farmer seconded the motion to approve a 4 percent pay increase for the Director to start October 1, 2024. Roll call vote. All present voted aye. Motion carried.

Motion to Adjourn:

Trustee Cuthbert made the motion and Trustee Carr seconded the motion to adjourn the September 19, 2024 Board Meeting adjourned at 7:18 p.m. Voice vote. The motion carried.

The next regular board meeting will be on October 17, 2024.

Submitted by,

Eleanor Borys, Administrative Asst.

Trustee Steven Carr, Board Secretary

Board President Sharon Novak