

Lansing Public Library

Board of Trustees

Regular Board Meeting Minutes

June 20, 2024

Call to Order

President Sharon Novak called the Regular Board meeting to order at 6:30 pm.

Present: Trustee Novak, Trustee Cuthbert, Trustee Brown, Trustee Farmer (arrived 6:32), Trustee Klausner and Trustee Villa

Absent: Trustee Carr

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

Motion to approve Secretary Pro Tem:

Due to the absence of the Secretary, President Novak moved and Trustee Cuthbert second motion to approve Trustee Brown as Secretary Pro tem. Voice vote – Yes Motion Carried.

Recognition of visitors/Public Comment:

Visitors: Darren Schretter, Studio GC

Correspondence: The director shared several patron's applause recognizing staff for being very helpful.

Approval of Minutes: Trustee Cuthbert moved and Trustee Klausner seconded the motion to approve the May 16, 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 May/June 2024 General/Prepaid bills in the amount of \$201,313.01 and additional June 2024 bills in the amount of \$6,284.95. 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: Darren Schretter: Darren updated the board on the HVAC project.

NEW BUSINESS:

Motion to dispose of the server backup battery APC x1350M for \$300.: Trustee Novak moved and Trustee Farmer second the motion to dispose of the server backup battery APC X1350M valued at \$300.00. Roll call vote. All present voted aye. Motion carried

Motion to approve the updates to the 2024 Personnel Handbook to policy: Employee Use of Telephone, Mail, internet and electronic Data system:

Trustee Klausner moved and Trustee Novak second motion to approve the updates to the 2024 Personnel Handbook to policy: Employee Use of Telephone, Mail, Internet and Electronic Data system: Voice vote. All present voted aye. Motion carried.

Motion to approve the updates to the 2024 Lansing Public Library's General Policy Manual Policy: Access and Use of the Facility:

Trustee Novak moved and Trustee Cuthbert second the motion to approve the updates to the 2024 Lansing Public Library's General Policy Manual Policy: Access and Use of the Facility. Voice vote. All present voted aye. Motion carried.

Motion to approve the updates to the 2024 Lansing Public Library's General Policy Manual Policy: Applicant Agreement Policy

Trustee Cuthbert moved and Trustee Novak second motion to approve the updates to the 2024 Lansing Library's General Policy Manual policy: Applicant Agreement policy. Voice vote. All present voted aye. Motion carried.

Motion to approve the updates to the 2024 Lansing Public Library's General Policy Manual Policy: Use of Materials

Trustee Cuthbert moved and Trustee Klausner second motion to approve the updates (with the corrections as noted) to the 2024 Lansing Public Library's General Policy Manual Policy: Use of Materials
Voice vote. All present voted aye. Motion carried.

Illinois Public Library Annual Report (IPLAR) stats report: The Director asked if there were any questions to the stats report.

Reminder two trustee trainings must be accomplished for the year: sexual harassment & cybersecurity Kelli will send the invite: The Director reminded the trustees to watch out for an e-mail invite from Kelli for the two trainings.

Trustee By-Laws discussion: The board members was each given a copy of the current updated By-Laws.

The Director announces that Loraine Tiedemann is resigning and invited the board for a cake and sendoff on Ms.Tiedemann's last day June 28th (time to be determined)

Motion to Adjourn:

Trustee Cuthbert moved and Trustee Klausner seconded the motion to adjourn. President Sharon Novak declared the June 20, 2024 Board Meeting adjourned at 7:23 p.m. Voice vote. The motion carried.

The next regular board meeting will be on July 18, 2024.

Submitted by,

Eleanor Borys, Administrative Asst.

Trustee Mozella Brown, Board Secretary Pro Tem

Board President Sharon Novak