

Lansing Public Library

Board of Trustees

Regular Board Meeting Minutes

January 18, 2024

Call to Order

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

Present: Trustee Novak, Trustee Villa, Trustee Carr, Trustee Cuthbert,
Trustee Ball and Trustee Farmer (arrived 6:32)

Absent: Trustee Brown

Also Present: Lisa Korajczyk, Library Director, Kelli Staley, IT & Tech Services
Department Head and Eleanor Borys, Admin. Asst.

Recognition of visitors:

Visitors: Dan Eallonardo, Independent Construction Services

Correspondence: None

Approval of Minutes: Trustee Cuthbert moved and Trustee Carr seconded the motion to approve the November 16, 2023 minutes of the Regular Board Meeting,
Voice vote. Motion carried.

Approval of Minutes: Trustee Cuthbert moved and Trustee Carr seconded the motion to approve the January 13, 2024 minutes of the Special Board Meeting,
Voice vote. Motion carried.

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

Trustee Cuthbert moved and Trustee Villa seconded to approve payment of the Nov/Dec 2023 General/Prepaid bills in the amount of \$195,580.84 and Dec 2023/Jan. 2024 General/Prepaid in the amount of \$194,709.86 and additional January 2024 bills in the amount of \$25,157.22.
Roll call vote. All present voted aye. Motion carried.

Director and Department Heads' Monthly Reports: Beth's introduction Up is Up and Down is Down highlighting first the ups in Youth Department. Starting with District 158 relationship, the start

of the Afterschool Snack Program, Apple Orchard trip (15 people), amazing staff picked programs and the Candyland program coming soon. Some of the downs are understaffed and behavior issues both of which are being addressed

OLD BUSINESS:

Motion to approve the 2023 Information Services Policy:

Trustee Villa moved and Trustee Cuthbert seconded the motion to approve the 2023 Lansing Public Library Information Services Policy.

Roll call vote. All present voted aye. Motion carried.

HR Source Salary Benchmarking recommendations discussion

NEW BUSINESS:

Discussion on HVAC system project: Dan Eallonardo & Darren Schretter:

Dan addressed the list that StudioGC submitted from the September 2023 Facility Tour. Dan pointed out the things that should be high priorities and the process in which they should be handled. Dan also mentioned the HVAC and the time frame for a new unit/units installation. Somethings like the side walk corner end caps missing is not the responsibility of the library, it is a Village issue as well as the School street parking.

Motion to approve the 2024 IRS mileage rate of .67 cents per mile:

Roll call vote. All present voted aye. Motion carried

Motion to approve Information Services Manager Denise Benson & Community Engagement Coordinator Andrew Harootunian attend the PLA Conference in Columbus Ohio from 4/2/2024-4/5/2024 not to exceed \$4,200.00.

Roll call vote. All present voted aye. Motion carried

Motion to approve tuition for Beth Bozzo for the summer semester at Valdosta University for \$1,650.00:

Trustee Brown moved and Trustee Cuthbert second the motion to approve tuition for Beth Bozzo for the summer semester at Valdosta University in the amount of \$1,650.00.

Roll call vote. All present voted aye. Motion carried.

Motion to keep the Lansing Public Library's Executive Session minutes closed:

Trustees discussed letting staff wear nice jeans to work every day. The director responded that if they went out on library business, they should be dressed in business casual. Will put on next month's agenda.

Motion to approve the 2024 Lansing Public Library's Mission statement:

Motion to approve the 2024 Lansing Public Library's Vision statement:

Motion to approve the Intergovernmental Agreement for teacher cards for Academy for Children 2 daycare:

Please check your emails for the SEI filings. If you do not file on time there is a fine

Motion to approve the disposal of the youth services pirate ship for \$3,000, three broken gaming chairs at \$40.00 each, 1 shelving unit for \$1,500.00.

Trustee Cuthbert moved and Trustee Farmer seconded the motion to approve the sale of 1 sewing machine cabinet. Roll call vote. All present voted aye. Motion carried

Motion to approve the purchase of Patron Point for \$5,700.00

Discussion on the search for a new trustee

Discussion of strategic planning session

Trustee Cuthbert moved and Trustee Villa seconded the motion to adjourn. President Sharon Novak declared the October 19, 2023 Board Meeting adjourned at 7:38 p.m.

Voice vote. The motion carried.

The next regular board meeting will be on February 15, 2024.

Submitted by,

Eleanor Borys, Administrative Asst.

Trustee Lillian Ball, Board Secretary

Board President Sharon Novak