

Lansing Public Library Board of Trustees Regular Board Meeting Minutes
October 17, 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 (6:10), Trustee Carr,
Trustee Farmer, Trustee Klausner and Trustee Villa

Absent: None

Also Present: Lisa Korajczyk, Library Director, Beth Bozzo, Youth Services
Department Head and Eleanor Borys, Admin. Asst.

Recognition of visitors:

Visitors: Dan Eallonardo, Independent Construction Services
Melanie Jongsma & Rachel Kretchmer, Lansing Journal

Correspondence: The director shared several patron applause, several thank you notes from the Historical Society, 2024-27 strategic plan and the 2023-2024 Annual Lansing Public Library Report.

Approval of Minutes: Trustee Carr moved (with correction) and Trustee Novak seconded the motion to approve the September 19, 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 Villa seconded to approve payment of the September/October 2024 General/Prepaid bills in the amount of \$213,983.74 and additional October 2024 bills in the amount of \$24,505.50.

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

Director and Department Heads' Monthly Reports: Beth's power point presentation introducing the new youth squad. highlighting new term definitions, new faces and new ideas. Beth is also excited about being fully staffed for the 1st time in a long time.

OLD BUSINESS:

Update on HVAC system & retaining wall project: Dan Eallonardo:

Dan submitted status report along with issue/adjustment log forms. Dan explained some challenges and the solutions. Dan also gave the board estimate dates of the HVAC unit's arrival/installations. Dan also mentioned the HVAC frame for the completion. Dan stated that the parking lot retaining wall project is completed.

NEW BUSINESS:

Serving Our Public chapters 6-10: The Director reminded trustees to read the chapters as required for per capita every year.

Motion to Approve Lisa Trevino to attend the 2025 LibLearn X Conference in Phoenix AZ from 1/22/25—1/28/25 not to exceed \$3,000.00:

Trustee Cuthbert moved and Trustee Farmer seconded the motion to approve Lisa Trevino to attend the 2025 LibLearn X Conference in Phoenix AZ from 1/22-1/28/25 not to exceed \$3,000.00
Roll call vote. All present voted aye. Motion carried.

Motion to approve the updates to the 2024 Lansing Library General Policy: Art Display Policy:

Trustee Novak moved and Trustee Carr seconded the motion to approve the updates to the 2024 Lansing Library General Policy: Art Display Policy.
Voice vote. Motion carried.

Motion to approve the updates to the 2024 Lansing Library General Policy Membership

Policy: Trustee Carr moved and Trustee Villa seconded Motion to approve the updates to the 2024 Lansing Library General Policy: Membership Policy.
Voice vote. Motion carried.

Motion to approve the update to the Lansing Public Library's Personnel Policy: Vacation, Sick & Personal days policies:

Trustee Carr moved and Trustee Cuthbert seconded Motion to approve the update to the Lansing Public Library's Personnel Policy: Vacation, Sick & Personal days policies.
Voice vote. Motion carried.

Motion to approve the 2025 Board Meeting Dates:

Trustee Novak moved and Trustee Carr seconded the motion to approve 2025 Board Meeting Dates starting at the new time 6:00 PM

Voice vote. Motion carried.

Motion to approve the 2025 Library Closing/Holiday schedule:

Trustee Cuthbert moved and Trustee Farmer seconded the motion to approve the 2025 Library Closing/Holiday schedule as submitted.

Voice vote. Motion carried.

Motion to approve FY 2024 levy request to the Village of Lansing in the amount of 4.95%:

Trustee Novak moved and Trustee Carr seconded the motion to approve the FY 2024 levy request to the Village of Lansing in the amount of 4.95%.

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

Motion to dispose of 2D Metrologic laser barcode scanner for \$100.00:

Trustee Cuthbert moved and Trustee Carr seconded the motion to approve the disposal of (1) 2D Metrologic laser barcode scanner with a value of \$100.00.

Roll call vote. All present voted aye. Motion carried

Trustee Villa moved and Trustee Cuthbert seconded the motion to adjourn. President Sharon Novak declared the October 17, 2024 Board Meeting adjourned at 7:15 p.m.

Voice vote. The motion carried.

The next regular board meeting will be on November 21, 2024.

Submitted by,

Eleanor Borys, Administrative Asst.

Trustee Steven Carr, Board Secretary

Board President Sharon Novak