

Lansing Public Library

Board of Trustees

Regular Board Meeting Minutes

October 19, 2023

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, Beth Bozzo, Youth 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 September 21, 2023 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 July/August 2023 General/Prepaid bills in the amount of \$142,937.51 and  
September/October 2023 General/Prepaid bills in the amount of \$163,473.76 and additional October bills in the amount of \$16,859.18.

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 Lansing Public Library Staff Recognition Policy:**

Trustee Villa moved and Trustee Cuthbert seconded the motion to approve the 2023 Lansing Public Library Staff Recognition Policy

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

### **NEW BUSINESS:**

#### **Discussion on HVAC system & Parking lot: Dan Eallonardo:**

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.

**Discussion on financial projections for Capital Assessment Plan:** Tabled

**Discussion on 2024-2025 tax levy:** Tabled

#### **Discussion of the library's dress code policy: jeans everyday:**

Trustees discussed letting staff were 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.

**First reading and tabling of the 2023 Lansing Public Library Personnel Policy: Illinois Paid Leave Worker's Time:** Tabled.

**First reading and tabling of the 2023 Lansing Public Library Personnel Policy: Staff Birthday floating holiday:** Tabled.

**Motion to approve the sale of 1 sewing machine cabinet:**

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

**Review Chapters 1-7 of *Serving Our Public*:** The board was given chapters to review.

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 November 16, 2023.

Submitted by,

Eleanor Borys, Administrative Asst.

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Trustee Lillian Ball, Board Secretary

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Board President Sharon Novak