

Lansing Public Library

Board of Trustees

Regular Board Meeting Minutes

March 21, 2024

Call to Order

President Sharon Novak called the Regular Board meeting to order at 5:03 pm.

Present: Trustee Novak, Trustee Villa, Trustee Brown, Trustee Carr, Trustee Cuthbert
and Trustee Farmer

Absent: None

Also Present: Lisa Korajczyk, Library Director, Lisa Trevino, Member Service Department Head
and Eleanor Borys, Admin. Asst.

Motion to go into closed Session Trustee Cuthbert moved and Trustee Farmer seconded that the Board go into closed session under Section 2 (b) (3) under the Open Meetings Act for “The purpose to fill a vacancy for a public office” as mandated by Section 2.03 of the Open Meetings Act.

Roll call vote. All present voted aye. Motion passed 5:03 p.m.

Present: Trustee Novak, Trustee Villa, Trustee Brown, Trustee Carr, Trustee Cuthbert,
and Trustee Farmer

Motion to leave closed Session

Trustee Cuthbert moved and Trustee Carr seconded that the board leave the closed session and re-enter the open session

Roll call vote. All present voted aye. Motion passed 6:07 pm

Recognition of visitors:

Visitors: Dan Ellonardo, Independent Construction

Correspondence: The correspondence was passed around to the board members, with several patron applause and staff recognitions.

Approval of Minutes: Trustee Brown moved and Trustee Farmer seconded the motion to approve the February 15, 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 Carr seconded to approve payment of the February/March 2024 General/Prepaid bills in the amount of \$151,251.61 and additional March 2024 bills in the amount of \$4,770.98. Roll call vote. All present voted aye. Motion carried.

Director and Department Heads' Monthly Reports: Reports given to the Board of Trustees. Lisa Trevino was very informative about the new cash register and its functions. She also shared how the temporary cards are going along with the post card mailings.

OLD BUSINESS:

Dan Ellonardo: HVAC project update: Dan updated the board on the HVAC progress and is hopeful that it should be ready to go out to bid by next board meeting in May.

Motion to appoint the selected candidate for the vacant board position: Trustee Cuthbert moved and Trustee Carr second to appoint Jason Klausner to fill the vacant board position.

NAYES: 2 YEAS: 4 Motion carried

NEW BUSINESS:

Discussion about Illinois Funds vs current savings account The Director shared a calendar of monthly interest rates The Village may have an old IL funds account that can be used.

Motion to approve the funds in the Wintrust bank savings account to move to an Illinois Funds account: Trustee Cuthbert moved and Trustee Farmer second the motion to approve the funds in the Wintrust bank savings account to be moved to an Illinois Funds account.

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

Motion to accept the FY 2024/2025 insurance quotes from Cook & Kocher for a total of \$37,307.00:

Trustee Cuthbert moved and Trustee Carr second motive to accept the FY 2024/2025 insurance quotes from Cook & Kocher for a total of (with correction) \$36,553.00.

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

Motion to accept the proposal from D & M Construction to repair outside doors \$6,240.00

Trustee Carr moved and Trustee Cuthbert second motion to accept the proposals from D & M Construction to repair the two outside doors (with correction) for \$12,064.00.

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

Motion to accept the proposals from Excel Electric to install 3 floor outlets and 2 wall receptacles for electricity for \$5,518.20 and 5 floor outlets in the atrium for \$6,897.75

Trustee Novak moved and Trustee Villa second Motion to accept the proposals from Excel Electric to install 3 floor outlets and 2 wall receptacles for electricity for \$5,518.20 and 5 floor outlets in the atrium for \$6,897.75 for total amount of \$12,415.95.

Roll call vote. All present voted aye. Motion carried

Motion to dispose of 1 HP laptop model 3168NGW for \$100

Trustee Brown moved and Trustee Farmer second Motion to dispose of 1 HP laptop model 3168NGW for \$100.00. Roll call vote. All present voted aye. Motion carried

Motion to approve Ordinance 03212024-A transferring \$1,700,000.00 from the General checking account to the savings account

Trustee Brown moved and Trustee Carr second motion to approve Ordinance 03212024-A transferring \$1,700,000.00 from the General checking account to the savings account. Roll call vote. All present voted aye, Motion carried

Staffing updates for the FY 2024-2025 budget The Director provided to the Board a Salary Budget for FY 2024/2025. Showing benchmarking adjustments, adding staff, IMRF, health insurance, FICA and recognition milestones.

Draft of the FY 2024-2025 budget Lisa presented a draft of the FY 2024-2025 budget explaining why some of the anticipated revenue/expenditures budget lines are higher or lower than last fiscal year. She also explained that it included future staffing updates.

Motion to approve that Beth Bozzo attend the ALA conference in San Diego from 6/28-7/02 not to exceed \$4,200.00

Trustee Novak moved and Trustee Cuthbert second the motion to approve Beth Bozzo to attend the ALA conference in San Diego from June 28-July 2 2024 (with corrections) not to exceed \$3,700.00.

Roll call vote. All present voted aye. Motion carried

Trustee Day is Saturday, May 18, 2024 at Orland Park: Director/Trustee relations 10:00am-12:00 \$15.00 ticket Lisa invited trustees to attend Trustee Day workshop on May 18, 2024 and to please notify her if they are interested in attending so that she can purchase the tickets.

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. . Trustee Cuthbert moved and Trustee Carr seconded that the board go into closed session under Section 2 (c) (1) of the Open Meeting Act for " The appointment, employment, compensation, discipline, performance, or dismissal of specific employees" as mandated by Section 2.06 of the Open Meetings Act. 7:37 pm
Roll call vote. All present voted aye. Motion carried

Motion to leave closed session and return to the open meeting:

Trustee Cuthbert moved and Trustee Carr seconded that the board leave the closed session and re-enter the open session

Roll call vote. All present voted aye. Motion passed 7:58 pm

Motion to Adjourn:

Trustee Cuthbert moved and Trustee Carr seconded the motion to adjourn. President Sharon Novak declared the March 21, 2024 Board Meeting adjourned at 7:58 p.m.

Voice vote. The motion carried.

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

Submitted by,

Eleanor Borys, Administrative Asst.

Trustee Steven Carr, Board Secretary

Board President Sharon Novak