

Lansing Public Library Board of Trustees

**Minutes for the Regular November 16, 2023 Board Meeting
6:30 pm**

Call to Order

The meeting was called to order at 6:30 pm.

Roll Call:

Trustee Ball, Trustee Brown, Trustee Carr, Trustee Cuthbert, Trustee Novak, Trustee Villa

6:45 pm: Trustee Farmer

Also Present: Lisa Korajczyk, Library Director

Recognition of Visitors: Brett Moeller, Esther Lorenz, Jerry Lorenz, Olivia Lares

Correspondence:

The correspondence was passed around to the board members. Included was a number of patron applauses.

Approval of the Minutes:

Trustee Cuthbert moved and Trustee Carr seconded the motion to approve that the October 19, 2023 minutes for the regular board meeting. Upon a voice vote the motion passed.

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

Trustee Cuthbert moved and Trustee Brown seconded to approve payment of the October/November 2023 General/prepaid bills in the amount of \$121,491.23 and additional bills of \$7,434.07 Roll call vote. All trustees in attendance voted aye and the motion passed.

Director and Department Head Reports:

There was a brief discussion on some of the problems in the building concerning some middle school after school behaviors.

OLD BUSINESS:

There was discussion concerning the financial projections done by James Rachlin for the building projects. If we levy the 4.95 percent for the next several years and watch our spending then we could complete the projects in four to five years.

Motion to approve the 2023 Lansing Public Library Illinois Paid Leave Worker's Time Policy:

Trustee Carr made the motion and Trustee Cuthbert seconded that the board adopt the 2023 Illinois Paid Leave Worker's Time Policy. Upon a roll call vote the motion passed with all trustees voting yes.

Motion to approve the 4.95 % levy request for FY 2024-2025

Trustee Brown made a motion and Trustee Carr seconded that the Board approve the 4.95% levy request. Upon a roll call vote the approved the motion passed with all trustees voting yes.

Serving our Public Chapters 8-13:

The trustees read the report submitted by the Library Director that assured the board that we were meeting all of the standards.

NEW BUSINESS:

Brett Moeller from O'Neill & Gaspardo was moved to the beginning of the meeting to accommodate his other appointment. He explained the process and his work at the Village. He discussed his report and assured the Board that the library's finances were in good order and they were making significant progress on the 2022-2023 year.

Motion to approve the updates to the 2023 Lansing Public Library Personnel Handbook's Employment Category Policy:

Trustee Cuthbert made the motion and Trustee Carr second that the board approve the updates starting January 1, 2024 to the 2023 Lansing Public Library's employment category policy. Upon a voice vote the motion passed.

Motion to approve the updates to the 2023 Lansing Public Library Personnel Handbook's vacation policy:

Trustee Carr made the motion and Trustee Farmer seconded that the board approve the update starting January 1, 2024, to the 2023 Lansing Public Library's vacation policy. Upon a roll call vote the motion passed with all trustees voting yes.

Motion to approve the updates to the 2023 Lansing Public Library Personnel Handbook's Personal Days policy:

Trustee Villa made the motion and Trustee Farmer seconded that the board approve the updates starting January 1, 2024, to the 2023 Lansing Public Library's personal days policy. Upon a voice vote the motion passed.

Motion to approve the updates to the 2023 Lansing Public Library Personnel Handbook's Medical Leave Policy:

Trustee Carr made the motion and Trustee Cuthbert seconded that the board approve the updates starting January 1, 2024, to the 2023 Lansing Public Library's medical leave policy. Upon a voice vote the motion passed.

Motion to approve the updates to the 2023 Lansing Public Library Personnel Handbook's Sick Leave Policy:

Trustee Villa made a motion and Trustee Cuthbert seconded that the board approve the updates starting January 1, 2024, to the 2023 Lansing Public Library's sick leave policy. Upon a roll call vote the motion passed with all trustees voting yes.

Motion to approve the updates to the 2023 Lansing Public Library Personnel Handbook's Personal Appearance Policy:

Trustee Cuthbert made a motion and Trustee Villa seconded the updates to the 2023 Lansing Public Library's personal appearance policy. Upon a voice vote the motion passed.

Motion to approve the updates to the 2023 Lansing Public Library Personnel Handbook's Staff Birthday Floating Holiday:

Trustee Carr made the motion and Trustee Villa seconded that the board approve the 2023 staff birthday floating holiday starting January 1, 2024. Upon a roll call vote the motion passed with all trustees voting yes.

Motion to approve 2024 Board Meeting Schedule:

Trustee Cuthbert made the motion and Trustee Carr seconded that the board approve the 2024 board meeting schedule. Upon a voice vote the motion passed.

Motion to approve 2024 Holiday and Closing Schedule:

Trustee Brown made a motion and Trustee Farmer seconded that the board approve the 2024 library holiday and closing schedule. Upon a voice vote the motion carried.

Motion to approve amending ordinance 11162023-01 establishing the Special Reserve Fund:

Trustee Cuthbert made the motion and Trustee Carr seconded that the board approve amending the ordinance establishing the Special Reserve Fund. Upon a roll call vote the motion passed with all trustees voting yes.

Motion to approve ordinance 11162023-02 transferring \$400,000.00 to the Special Reserve Fund:

Trustee Brown made the motion and Trustee Villa seconded that the board approve transferring \$400,000.00 from the general checking account to the special reserve fund. Upon a roll call vote the motion passed with all trustees voting yes.

The Information Services Policy was introduced and tabled for this meeting:

Motion to approve tuition for Beth Bozo for the second semester at Valdosta for her MLIS for \$2,637.00.

Trustee Villa made the motion and Trustee Carr seconded that the board approve paying the \$2,635.00 for the second semester tuition at Valdosta for Beth Bozzo. Upon a roll call vote the motion passed with all the trustees voting yes.

Motion to Adjourn:

Trustee Cuthbert moved and Trustee Brown seconded the motion to adjourn. Upon a voice vote the motion passed, and the meeting adjourned at 7:12 pm.

Submitted By: Lisa Korajczyk

Sharon Novak, Board President

Lillian Ball, Secretary