

**Lansing Public Library Board of Trustees Minutes for the Regular September 21, 2023 Board Meeting
6:00 pm**

Call to Order

The meeting was called to order at 6:00 pm.

President Novak appointed Trustee Carr as Secretary Pro Tem

Roll Call:

Trustee Carr, Trustee Cuthbert, Trustee Novak, Trustee Villa

Trustee Brown arrived at 6:40 pm

Absent: Trustee Ball, Trustee Farmer

Also Present: Lisa Korajczyk, Library Director, Facilities manager Tony Kieltyka

Recognition of Visitors: Darren Schretter

Facility Tour:

The Board walked around the outside of the building and Facilities Manager, Mr. Kieltyka, explained the different areas of concern, and talked about the highlighted items in the Capital Assessment Plan. The Mr. Schretter joined the group and also commented on the different issues.

Correspondence:

The correspondence was passed around to the board members. Included was a number of patron applauds, a thank you card, and a letter from the Village of Lansing's attorney's concerning a tax appeal.

Approval of the Minutes:

Trustee Cuthbert moved and Trustee Carr seconded the motion to approve that the July 20, 2023 minutes for the regular board meeting. Upon a voice vote the motion passed.

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

There were no August financial reports provided by the Village of Lansing. Trustee Cuthbert moved and Trustee Carr seconded to approve payment of the September 2023 General/prepaid bills in the amount of \$155,148.18 and the additional September bills for \$28,723.02. Roll call vote. All trustees voted aye and the motion passed.

Director and Department Head Reports:

The Director added to the report that the inventory report may now not happen until January due to lack of personnel at the company. The auditor will attend the November meeting, and a gentleman was taken out of the building during the week in handcuffs.

Old Business:

Darren Schretter from Studio GC gave a PowerPoint presentation on the Capital Assessment Plan conducted by Studio GC. Mr. Schretter highlighted the areas of most concern and then also laid out other plans for work to be done when the funds are available.

Motion to Dispose of Library material:

Trustee Brown moved and Trustee Cuthbert seconded the motion to dispose of 2 Samsung cell phones, 20 acrylic mag boxes, 2 black server panels, 1 brother typewriter, 3 broken plastic chairs, 1 HP elite 800 G6 all-in-one pro. Upon a roll call vote the motion passed. All trustees present voted aye.

Motion to the sale of 5 dream carts and 3 sewing cabinets:

Trustee Brown moved and Trustee Carr seconded the sale of 5 dream carts and 3 sewing cabinets. Upon a roll call vote the motion passed. All trustees present voted aye.

Motion to approve the purchase of the ArkPro touch table for \$8,750.00.

Trustee Carr moved and Trustee Brown seconded the motion to approve the purchase of the ArkPro touch table for \$8,750.00. Upon a roll call vote the motion passed. All trustees present voted aye.

Motion to Approve the purchase of 11 laptops for classwork for \$7,490.00:

Trustee Cuthbert moved and Trustee Villa seconded the motion to approve the purchase of 11 laptops for \$7,490.00 for classwork. Upon a roll call vote the motion passed. All trustees present voted aye.

Motion to approve the updated 2023 Lansing Public Library Meeting Room Policy:

Trustee Cuthbert moved and Trustee Carr seconded the motion to approve the updated 2023 Meeting Room Policy. Upon a voice vote the motion passed.

Motion to approve the updated 2023 VESSA Policy:

Trustee Brown moved and Trustee Carr seconded the motion to approve the updated 2023 VESSA Policy. Upon a voice vote the motion passed.

Motion to approve the IRS mileage update from .625 cents to .655 cents:

Trustee Carr moved and Trustee Cuthbert seconded the motion to approve the increase of the IRS mileage rate from .625 cents to .655 cents. Upon a roll call vote the motion passed. All trustees present voted aye.

First reading and tabling of the 2023 Staff Recognition Policy:

The Director briefly discussed the new policy concerning staff recognition.

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 8:21 pm.

Submitted By: Lisa Korajczyk

Sharon Novak, Board President

Steve Carr, Board Secretary Pro Tem