

Lansing Public Library

Board of Trustees

Regular Board Meeting Minutes

July 20, 2023

**Call to Order**

Vice President Geri Villa called the Regular Board meeting to order at 6:30 pm.

Present: Trustee Villa, Trustee Cuthbert, Trustee Ball (arrived 6:43), Trustee Brown and Trustee Carr

Absent: Trustee Novak and Trustee Farmer

Also Present: Lisa Korajczyk, Library Director and Eleanor Borys, Admin. Asst.

**Recognition of visitors:**

Visitors: None

**Correspondence:** The Director shared several patron applauds recognizing staff's helpfulness.

**Approval of Minutes:** Trustee Brown moved and Trustee Cuthbert seconded the motion to approve the June 15, 2023 minutes of the Regular Board Meeting,

Trustee Villa abstained from June 15, 2023 minutes. Voice vote. Motion carried.

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

There are no monthly financial reports provided from the Village.

Trustee Cuthbert moved and Trustee Carr seconded to approve payment of the June/July 2023 General/Prepaid bills in the amount of \$163,964.34 and additional July bills in the amount of \$48,495.93. Roll call vote. All present voted aye. Motion carried.

**Director and Department Heads' Monthly Reports:** Given to the Board of Trustees. The Director spoke briefly about the workmen's' comp refund in the amount of \$495.00 that the library will be receiving. There was a brief discussion on the NBC FOIA request for a list of the past 10-year book challenges. Trustee Villa asked how the kids were locked in the library after hours.

**OLD BUSINESS:**

**Motion to approve updates to the 2021 Library investments: Financial Policy as recommended**

**by James Rachlin:** Trustee Cuthbert moved and Trustee Carr seconded the motion to approve the recommended updates to the 2021 Library Financial Policy with corrections.

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

**NEW BUSINESS:**

**Motion to approve the HR Source's Salary Benchmarking plan for updated pay grades:**

Trustee Carr moved and Trustee Cuthbert seconded to approve the HR Source's Salary Benchmarking plan for updated pay grades.

Roll call vote. Trustee Brown voted Nay, all others present voted aye. Motion carried.

**Motion to approve the 2023-24 Memorandum of Understanding for Lansing Schools districts**

**158, 171, 215 and Lansing Christian School for issuing Lansing Public Library Teacher Library**

**Cards:** Trustee Cuthbert moved and Trustee Carr seconded the motion to approve the 2023-24 Memorandum of Understanding for Lansing Schools districts 158, 171, 215 and Lansing Christian School for issuing Lansing Public Library Teacher Library cards.

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

**Motion to approve closing at 1:00 pm on Saturday 9/2/2023 for carpet cleaning:**

Trustee Cuthbert moved and Trustee Carr seconded the motion for a 1:00 pm closure Saturday, September 2, 2023 for carpet cleaning. Voice call vote. All present voted aye. Motion carried.

**Motion to approve the 2023-2024 OMA and FOIA Officers:**

Trustee Cuthbert moved and Trustee Ball second the motion to approve Steven Carr as 2023-24 OMA Officer and Lisa Korajczyk as FOIA 2023-24.

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

**Motion to approve the 3-year agreement for Baker & Taylor's Collection HQ product for \$6,750**

**for the product, \$1,500 for the implementation fee:** Trustee Cuthbert moved and trustee Carr second the motion to approve the 3-year agreement for Baker & Taylor's Collection HQ product for \$6,750 each year for the product, \$1,500 onetime implementation fee.

Roll call vote. All present voted aye. Motion carried

**Motion to keep the Lansing Public Library’s Executive minutes closed:**

Trustee Cuthbert moved and Trustee Carr seconded the motion to keep the Executive Board Minutes sealed. Voice vote. All present voted aye. Motion carried

**Motion to change the September meeting time to 6:00 pm for the facility tour:**

Trustee Cuthbert moved and Trustee Carr seconded the motion to change the September meeting time to 6:00 pm for the facility tour. Voice vote. All present voted aye. Motion carried

**Motion to approve the adjusted contract with O’Neil & Gaspardo:**

Trustee Cuthbert moved and Trustee Carr seconded the motion to approve the adjusted contract with O’Neil & Gaspardo. Roll call vote. All present voted aye. Motion carried

**Motion to approve disposal of the Youth Services (9 yrs old) AWE computer, 1 table and 8 purple chairs (20 yrs old), 4 wooden shelves (20 yrs old):**

Trustee Cuthbert moved and Trustee Carr seconded the motion to approve disposal of the Youth Services (9 yrs old) AWE computer, 1 table and 8 purple chairs (20 yrs old), 4 wooden shelves (20 yrs old): Voice vote. All present voted aye. Motion carried

Trustee Cuthbert moved and Trustee Carr seconded the motion to adjourn. Vice President Geri Villa declared the July 20, 2023 Board Meeting adjourned at 7:48 p.m. Voice vote. The motion carried.

The next regular board meeting will be on September 21, 2023.

Submitted by,

Eleanor Borys, Administrative Asst.

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Trustee Lillian Ball, Board Secretary

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Board President Sharon Novak