

Lansing Public Library
Board of Trustees
Regular Board Meeting Minutes
January 19, 2023

Call to Order

Board President Sharon Novak called the Regular Board meeting to order at 6:30 pm.

Present: Sharon Novak, Lillian Ball, Bonnie Cuthbert and Jeri Villa

Absent: Jennifer Arreola, Tim Glinski and Mozella Brown

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

Recognition of visitors

Visitors: Kelli Staley, Tech Department Head

Steven Carr, Patron

Correspondence: The Director did not have any correspondence to share.

Approval of Minutes: Trustee Villa moved and Trustee Cuthbert seconded the motion to approve the November 17, 2022 minutes of the Regular Board Meeting. All present voted aye. Motion carried.

Approval of Expenditures for payroll, invoices and Treasurer's report: Trustee Cuthbert moved and Trustee Villa seconded to approve payment of the December 2022 General/Prepaid Bills in the amount of \$194,226.23 and January 2023 General/Prepaid bills in the amount of \$186,644.59 and additional January 2023 bills in the amount of \$18,607.69.

Roll call vote. All present voted aye on a roll call vote. Motion carried.

Director and Department Head Reports: IT & Tech Services Kelli Staley

Kelli started out stating what she has been working on in the last few months and all her department has accomplish. She also stated that as of the first of the year that she has taken over the employee time keeping. Trustee Cuthbert asked why this was changed and the Director explained that she wanted a full-time employee not a part time employee performing the task. Kelli was happy to show the new large print high-contrast keyboard available upon request at info. Kelli said that we have purchased two for now. Kelli has also been working on purchasing items for the "Library of Things".

Old Business: NONE

New Business:

Approval of the 2023 Youth Service Policy: Trustee Cuthbert asked about the legality of the statement regarding an adult must be accompanied by a child. Trustee Novak moved and Trustee Villa second motion to approve the 2023 Youth Services Service Policy. All present voted aye. Motion carried.

Approval the 2023 Reference/Information Services Service Policy:

Trustee Cuthbert moved and Trustee Villa seconds Motion to approve the 2023 Reference/Information Services Service Policy. All present voted aye. Motion carried.

Approval to dispose of 8 plastic chairs, 1 HP computer tower MXM80701MB, 2 ACT mini tills, 2 ACT card readers, Polaroid P3000E card printer, VAL Cal ID Pro flash camera, 3 Sharp XE-A107 Cash Registers, 5 Magtek credit card readers (card swipe devices), 1 rolling coat rack, 1 wooden podium and 1 wooden map holder, and 12 posters and old pictures, 1 Bogen TPU-15A Amplifier (old paging system), 1 SN 95L0000169, IPECS UCP100 (old phone system), 1 SN804THSC105598, IPECS LGCM4 (old phone system), 1 SN 709thff112363, Vodavi Voicemail model #DHD-04 (older voicemail pre 20219) d0y2k1204, 3 monitors: Microtek model c593, Acer model AL1511b, e-machines model 500G, 1 Kodak Carousel Slide projector, 1 Epson overhead projector, 1 Phillips DVD player, 1 Insignia DVD player and 8 broken purple chairs: Trustee Cuthbert asked what we are planning on doing with the items, and asked if two coat racks were needed. The Director stated that we do not need two coat racks and that the library will give most of the items to the Friends of the Library for them to sell.

Trustee Novak moved and Trustee Cuthbert second motion for the disposal of 8 plastic chairs, 1 HP computer tower MXM80701MB, 2 ACT mini tills, 2 ACT card readers, Polaroid P3000E card printer, VAL Cal ID Pro flash camera, 3 Sharp XE-A107 Cash Registers, 5 Magtek credit card readers (card swipe devices), 1 rolling coat rack, 1 wooden podium and 1 wooden map holder and 12 posters and old pictures, 1 Bogen TPU-15A Amplifier (old paging system), 1 SN 95L0000169, IPECS UCP100 (old phone system), 1 SN804THSC105598, IPECS LGCM4 (old phone system), 1 SN 709thff112363, Vodavi Voicemail model #DHD-04 (older voicemail pre 20219) d0y2k1204, 3 monitors: Microtek model c593, Acer model AL1511b, e-machines model 500G, 1 Kodak Carousel Slide projector, 1 Epson overhead projector, 1 Phillips DVD player, 1 Insignia DVD player and 8 broken purple chairs.

All present voted aye on a roll call vote. Motion carried.

Approval of 2023 IRS approved mileage rate of 65.5 cents per mile:

Trustee Cuthbert moved and Trustee Villa second the approval of 2023 IRS rate of 65.5 cents per mile. All present voted aye on a roll call vote. Motion carried.

Approval for Youth Services Manager Beth Bozzo to attend the Illinois Youth Services Institute Conference in Bloomington Illinois from 3/15-17/2023 not to exceed \$900.00

Trustee Cuthbert moved and Trustee Villa second motion to approve the travel and attendance of Youth Services Manager Beth Bozzo to attend the Illinois Youth Services Institute Conference in Bloomington Illinois from 3/15-17/2023 not to exceed \$900.00. All present voted aye on a roll call vote. Motion carried.

Approval of the HR source Salary benchmarking project for \$4,845.00

Trustee Novak moved and Trustee Cuthbert second motion to approve the HR Source salary benchmarking project for \$4,845.00. All present voted aye on a roll call vote. Motion carried.

Approval the removal of 12/26/23 and 1/2/2024 from the closure list

Trustee Cuthbert moved and Trustee Villa second motion to remove 12/26/23 and 1/2/24 from the closure list. All present voted aye. Motion carried.

Approval of The Memorandum of Understanding for resource lending for Lansing Christian School: Trustee Cuthbert moved and Trustee Villa second motion of the Memorandum of Understanding for resource lending for the Lansing Christian School. All present voted aye. Motion carried.

Approval to keep Lansing Library's Executive Session minutes closed

The Director stated that the board votes on Executive minutes to remain sealed or not twice a year. Trustee Novak moved and Trustee Cuthbert seconded the motion to keep the Executive Board Minutes sealed. All present voted aye. Motion carried.

Approval of a 12 month ban for the YouTube group QUIIn3Y from the library:

The Director explained, based on the group's actions, why the group should be banned. Trustee Villa moved and Trustee Cuthbert seconded the approval of a 12 month ban for the YouTube group QUIIn3Y from the Library. All present voted aye. Motion carried.

Approval of the new Library Director's job description

Trustee Villa moved and Trustee Cuthbert second motion to approve the Director's new job description. All present voted aye on a roll call vote. Motion carried.

Conversation about alcohol & Library programming: The Director asked the Board how they felt about the library obtaining a liquor license for certain events in the future. She spoke about some future plans on the library hosting a Wine/Brewery Tour to Michigan. The Board agreed on future plans.

PPRT Discussion: The Director spoke about the legal contract submitted by the Village & what the Board's response was to the offer.

Adjournment

Trustee Cuthbert moved and Trustee Novak seconded the motion to adjourn.

Board President Sharon Novak declared the January 19, 2023 Board Meeting adjourned at 7:32 p.m.

The next regular board meeting will be on February 16, 2023.

Submitted by,

Eleanor Borys, Administrative Asst.

Trustee Lillian Ball, Board Secretary

Board President Sharon Novak