

Lansing Public Library

Board of Trustees

Regular Board Meeting Minutes

July 18, 2024

Call to Order

President Sharon Novak called the Regular Board meeting to order at 6:38 pm.

Present: Trustee Novak, Trustee Cuthbert, Trustee Brown (arrived 6:38), and Trustee Villa

Absent: Trustee Carr, Trustee Farmer and Trustee Klausner

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

Motion to approve Secretary Pro Tem:

Due to the absence of the Secretary, President Novak moved and Trustee Villa second motion to approve Trustee Brown as Secretary Pro tem. Voice vote – Yes Motion Carried.

Recognition of visitors/Public Comment:

Visitors: Dan Eallonardo, Independent Construction Services

Correspondence: The director shared several patron's applause recognizing staff for being very helpful. The Director also shared the Lansing Library's 2023/2024 Annual Report.

Approval of Minutes: Trustee Cuthbert moved and Trustee Villa seconded the motion to approve the June 20, 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 Villa seconded to approve payment of the June/July 2024 General/Prepaid bills in the amount of \$127,097.47 and additional July 2024 bills in the amount of \$5,769.21. Roll call vote. All present voted aye. Motion carried.

Director and Department Heads' Monthly Reports: Reports given to the Board of Trustees.

OLD BUSINESS:

Update on HVAC project: Dan Eallonardo: Dan updated the board on the HVAC project.

Motion to approve the bid to the lowest responsible bid for the Mechanical Unit replacement and Misc. Improvements: Trustee Cuthbert moved and Trustee Villa seconded to approve the Mechanical Unit replacement and misc. improvements to Lo Destro Construction in the amount of \$790,000.00. Roll call vote. All present voted aye. Motion carried.

NEW BUSINESS:

Motion to approve the disposal of youth services wooden toddler chair for \$300.00:

Trustee Novak moved and Trustee Cuthbert second the motion to dispose of youth services wooden toddler chair valued at \$300.00. Roll call vote. All present voted aye. Motion carried

First reading and Tabling of the 2024 Trustee By-Laws update: Tabled.

Motion to approve the 2024-2025 Memorandum of Understanding for Lansing School District 171, 215 and Lansing Christian School to issue Lansing Public Library Teacher Library Cards:

Trustee Brown moved and Trustee Villa seconded the motion to approve the 2024-25 Memorandum of Understanding for (adding 158) Lansing Schools districts 158, 171, 215 and Lansing Christian School a for issuing Lansing Public Library Teacher Library cards.

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

Motion to approve the 12 months ban for the Youtube/Tik Tock group QUIIn3Y from the library:

Trustee Brown moved and Trustee Novak seconded the approval to ban YouTube/TikTok of a 12 month ban for the YouTube group QUIIn3Y from the Library.

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

Motion to keep the Lansing Public Library's Executive minutes closed/open:

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

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

Trustee Novak moved and Trustee Brown seconded the motion to change the September 2024 meeting time to 6:00 pm for the facility tour. Voice vote. All present voted aye. Motion carried

Discussion of the 2024-2027 Lansing Public Library's Strategic Plan: The Director explained that the elevator project will be taking up some space in the idea lab area. She also mentioned that the upcoming August in service will be partially dedicated to the Well Being of staff.

Motion to approve Resolution 07182024 Resolution Regulating Reimbursement of Travel, Meal and Lodging expenses:

Trustee Novak moved and Trustee Cuthbert second the motion to approve Resolution 07182024 Resolution Regulating Reimbursement of Travel, Meal and Lodging expenses.

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

Motion to approve the 2024-2027 Lansing Public Library’s Strategic Plan:

Trustee Novak moved and Trustee Cuthbert second the motion to approve the 2024-2027 Lansing Public Library’s Strategic Plan. Voice vote. All present voted aye. Motion carried.

Motion to approve \$1,650.00 for tuition reimbursement for Beth Bozzo for the fall 2024 semester at Valdosta University:

Trustee Cuthbert moved and Trustee Villa second the motion to approve tuition reimbursement to Beth Bozzo for the fall 2024 semester at Valdosta University in the amount of \$1,650.00.

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

Discussion on retaining wall project: Dan explained the long-term effect that doing a wall repair would have compared to a wall restoration.

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 Novak seconded the motion that the Board go into closed 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. Upon a roll call vote the motion passed. The Board went into closed session at 7:45 pm. Roll Call: Trustee Brown, Trustee Cuthbert, Trustee Novak, Trustee Villa

Trustee Cuthbert made the motion to return to leave the closed session and Trustee Novak seconded the motion. Upon a roll call the motion passed and the board returned to open session at 7:54 pm. Roll call: Trustee Brown, Trustee Cuthbert, Trustee Novak, Trustee Villa

Motion to reenter regular session:

Trustee Cuthbert made the motion to return to leave the closed session and Trustee Novak seconded the motion. Upon a roll call the motion passed and the board returned to open session at 7:54 pm. Roll call: Trustee Brown, Trustee Cuthbert, Trustee Novak, Trustee Villa

Motion to Adjourn:

Trustee Cuthbert made the motion and Trustee Novak seconded the motion to adjourn. The July 18, 2024 Board Meeting adjourned at 7:55 p.m. Voice vote. The motion carried.

The next regular board meeting will be on September 19, 2024.

Submitted by,

Eleanor Borys, Administrative Asst.

Trustee Mozella Brown, Board Secretary Pro Tem

Board President Sharon Novak