

Lansing Public Library

Board of Trustees

Regular Board Meeting Minutes

April 20, 2023

Call to Order

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

Present: Sharon Novak, Tim Glinski, Jennifer Arreola, Lillian Ball, Mozella Brown (arrived at 6:32), Bonnie Cuthbert and Jeri Villa (arrived at 6:33)

Absent: None

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

Recognition of visitors

Visitors: Steven Carr

Correspondence: The Director shared several Patron applause regarding Vicki in member services for being pleasant & helpful. Also, an email regarding Andrew Harootunian for getting the Gard club meeting set up.

Approval of Minutes: Trustee Cuthbert moved and Trustee Glinski seconded the motion to approve the March 16, 2023 minutes of the Regular Board Meeting. Voice vote. (Trustees Arreola and Ball abstained). 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 March/April 2023 General/Prepaid bills in the amount of \$113,328.61 and additional April bills in the amount of \$23,746.12. Roll call vote. All present voted aye on a roll call vote. Motion carried.

Director and Department Head Reports: Andrew Harootunian - Outreach Services:

Andrew read his statistic report, what he is planning for the near future. Andrew was able to get the famous Rainbow Cone for the July block party.

OLD BUSINESS:

Motion to Approve the 2023 Notary Service Policy:

Trustee Cuthbert moved and Trustee Villa seconded the motion to approve the 2023 Notary Service policy. Roll call vote. All present voted aye. Motion carried.

Reminder of LACONI Trustee Banquet & ATLAS Training registration: The Director mentioned that she would have transportation from the library for those going to the banquet. The Director asked whom was attending the ATLAS training, so she could register them.

Electrical panel work almost competed: The Director said the drywall work & switch are completed; they are almost finished with this project.

New Business

Discussion on Lansing Public Library's Rewards philosophy/statement: The Director asked the Board to think about what rewards might be possible to offer employees. Trustee Arreola suggested offering pet insurance as an option.

Motion to approve the 2023 Intergovernmental Agreement between the Village of Lansing and the Lansing Public Library concerning the PPRT allotment: Trustee Arreola moved and Trustee Cuthbert seconded the motion to approve the 2023 Intergovernmental Agreement between the Village of Lansing and the Lansing Public Library concerning the PPRT allotment.

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

Motion to approve Resolution 01-42023 to confirm trustee term limits: The Director stated that candidate Steven Carr agreed to fill the 2-year term position and with the removal of District to be replaced with Public. Trustee Brown moved and Trustee Glinski seconded the motion to approve Resolution 01-42023 with corrections to confirm trustee term limit. Voice vote. All present voted aye. Motion carried.

Motion to approve a 25 hour per week position for Info Services:

Trustee Cuthbert moved and Trustee Arreola seconded the motion to approve a 25 hour per week Info Services position. Voice vote. All present voted aye. Motion carried.

Motion to approve a 7% salary increase for personnel with the exception of the Library Director:

Trustee Arreola moved and Trustee Villa second motion to approve a 7% salary increase for personnel salary effective May 1, 2023 with the exception of the Library Director.

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

Motion to Approve the FY 23-24 Insurance quote from Cook and Kocher for \$34,041.00:

Trustee Glinski moved and Trustee Cuthbert seconded the motion to approve the FY 23-24 Cook & Kocher insurance policy in the amount of \$34,040.00.

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

Motion to approve \$5,000.00 to spend for FY 2023-2024 Tuition Reimbursement:

Trustee Brown moved and Trustee Villa second motion to approve \$5,000.00 tuition reimbursement for FY 2023-2024 Roll call vote. All present voted aye. Motion carried.

Motion to Amend the FY 2023-2024 Lansing Public Library's Budget for \$4,024,297.82.

Motion to amend FY 2023-2024 Lansing Public Library's Budget for \$4,024,297.82. from agenda to \$4,102,765.59. Trustee Glinski moved and Trustee Cuthbert second motion to amend FY 23-24 budget to \$4,102,765.59 Roll call vote. All present voted aye. Motion carried.

Motion to Approve the FY 2023-2024 Lansing Public Library's Budget for \$4,024,297.82 \$4,102,765.59.

Trustee Villa moved and Trustee Arreola seconded to approve the \$4,102,765.59 FY 23-24 budget. All present voted aye on a roll call vote. Motion carried.

Motion to approve Resolution 02-04202023 FY 2023-2024 Non-Resident Card Fee for \$279.00

Trustee Glinski moved and Trustee Cuthbert seconded motion to approve Resolution 02-04202023 Non-Resident card fee for \$279.00. All present voted aye on a roll call vote. Motion carried.

Motion to approve the 2023-2024 Non-Resident Card Fee new structure: The Director explained that the new structure of being able to split cost into two payments may help our patrons. Trustee Arreola moved and Trustee Glinski seconded to approve the 2023-2024 Non-Resident fee of \$279.00 to be paid 6 months at a time. All present voted aye on a roll call vote. Motion carried.

Investing library funds: The Director would like to invest \$100,00.00. She will get information from our financial institute to present at the next board meeting.

Thank you to Tim Glinski and Jennifer Arreola for their service to the library:

Reminder that new officers are voted on at May meeting:

Trustee Cuthbert moved and Trustee Arreola seconded the motion to adjourn. Board President Sharon Novak declared the April 20, 2023 Board Meeting adjourned at 7:43 p.m.
Voice vote. The motion carried.

The next regular board meeting will be on May 18, 2023.

Submitted by,

Eleanor Borys, Administrative Asst.

Trustee Lillian Ball, Board Secretary

Board President Sharon Novak