

Lansing Public Library

Board of Trustees

Regular Board Meeting Minutes

March 16, 2023

Call to Order

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

Present: Sharon Novak, Tim Glinski, Mozella Brown, Bonnie Cuthbert and Jeri Villa

Absent: Jennifer Arreola and Lillian Ball

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

Recognition of visitors

Visitors: Steven Carr

Motion to approve Secretary Pro Tem:

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

Correspondence: The Director shared a Patron Applause recognizing member services employee Vicki for her knowledge and her kindness. Lisa also shared an e-mail from Literacy Grants/Adult Education Manager David Stephens thanking the Lansing Library for the use of our facility and how grateful they are for the partnership we have with them.

Approval of Minutes: Trustee Cuthbert moved and Trustee Glinski seconded the motion to approve the February 16, 2023 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 February/March 2023 General/Prepaid Bills in the amount of \$134,853.73 and additional March 2023 bills in the amount of \$68,675.27.

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

Director and Department Head Reports: Lisa Trevino - Member Services: Trustee Cuthbert was curious about Tech Dept ceased orders for the current fiscal year. The Director said it was easier to end the fiscal year in March. The YouTube group QUIn3Y did return to the library and were given notice of the 12 month Ban for from the library.

Lisa T. presented the new Welcome brochure and the new library cards. Lisa also explained the temporary cards and that we would be using the old library card stock for them.

Old Business: NONE

New Business:

Approval for the disposal of 1 Kinvo Model US-520 VHS rewinder machine and the children's department sensory table: Trustee Cuthbert moved and Trustee Glinski second motion for the disposal of 1 Kinvo Model US-520 rewinder machine and the children's department broken sensory table. All present voted aye. Motion carried.

1st reading & tabling of the 2023 Notary Service Policy: The Director The Director stated she would like the first Notary signature to be a courtesy at no charge and any other documents requiring notary will be charged \$1.00 per signature.

May 20 2023 9:00 am-12:00 ATLAS Trustee Training at Alsip Public Library: The Director asked that any trustee interested in attending to please return form to her.

Amending the fax fees: The Director said we do not have a policy for faxing fees. She suggested that we amend the fee to no charge for people 65+ and for people using government services.

Adding 2 new PTE positions (facilities and social resources coordinator) and changing 2 PTE positions to 25 hours (youth and member services):

The Director explained that we are in need of maintenance help from 2-8 pm and Saturdays. She is planning on the social resource coordinator to be bilingual and have a degree. The Director also said the changing of the part time positions to 25 hours would help the daily work schedules. Lisa asked the board to think about it and would bring to the table at next board meeting.

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 Brown moved and Trustee Cuthbert seconded the motion to executive session also invited Steve Carr motion passed at 7:03 p.m.

Motion to reenter regular session:

Trustee Cuthbert moved to adjourn Executive Session meeting and to reconvene regular board meeting at 7:21 p.m. Seconded by Trustee Glinski. All present voted aye on a roll call vote. Motion carried

Adjournment

Trustee Cuthbert moved and Trustee Brown seconded the motion to adjourn. Voice vote. All present voted aye.

Board President Sharon Novak declared the March 16, 2023 Board Meeting adjourned at 7:22 p.m. The next regular board meeting will be on April 20, 2023.

Submitted by,

Eleanor Borys, Administrative Asst.

Trustee Cuthbert, Board Secretary Pro Tem

Board President Sharon Novak