

Lansing Public Library Board of Trustees Regular Board Meeting Minutes
November 21, 2024

Call to Order

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

Present: Trustee Novak, Trustee Cuthbert, Trustee Brown, Trustee Carr, Trustee Farmer and Trustee Villa

Absent: Trustee Klausner

Also Present: Lisa Korajczyk, Library Director, Denise Benson, Information Services Department Head and Eleanor Borys, Admin. Asst.

Recognition of visitors:

Visitors: Raven Smith

Correspondence: The director shared several patron applause, several thank you note and a very nice letter from a patron in what the library means to him.

Approval of Minutes: Trustee Cuthbert moved and Trustee Farmer seconded the motion to approve the October 17, 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 Carr seconded to approve payment of the October/November 2024 General/Prepaid bills in the amount of \$375,968.54 and additional November 2024 bills in the amount of \$4,852.54.

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

Director and Department Heads' Monthly Reports: Denise focused on Library of Things with current stats and she also presented several LOT for the board to view. Denise made ice cream with the LOT ice cream machine for the board to taste.

OLD BUSINESS:

Update on HVAC project: Dan Eallonardo:

Dan (via e-mail) supplied the board status report along with issue/adjustment log forms. Lisa said the unit has a projected shipping date of 11/22/24.

NEW BUSINESS:

Serving Our Public chapters 11-13: The Director reminded trustees to read the chapters as required. These are the final chapters for this year.

December In-Service & holiday meal: 12/6/24 at 12:30pm: The Director said she has a wide variety of In-Service activities/training. The Director also reminded board members to join in the holiday lunch.

Motion to Approve tuition in the amount of \$1,650 for Beth Bozzo for the 2025 Spring semester at Valdosta State for her MLIS degree:

Trustee Cuthbert moved and Trustee Carr seconded the motion to approve tuition reimbursement in the amount of \$1,650.00 for Beth Bozzo for the 2025 Spring semester at Valdosta State for her MLS degree. Roll call vote. All present voted aye. Motion carried.

Motion to approve the updates to the Lansing Public Library's General Policy Manual: Computer & Internet Use Policy:

Trustee Carr moved and Trustee Villa seconded the motion to approve the updates to the 2024 Lansing Library General Policy Manual: Computer & Internet Use Policy. Voice vote. Motion carried.

Motion to approve the disposal of 1 Calibri book covering machine for \$800.00, 1 Neatgear switch for \$300.00 and 9 HP 250G6 laptops at \$400.00 each (2,700.00):

Trustee Cuthbert moved and Trustee Carr seconded the motion to approve the disposal of 1 Calibri book covering machine valued at \$800.00, 1 Neatgear switch valued at \$300.00 and 9 HP 250G6 laptops valued at \$300.00 each (\$2,700.00): Roll call vote. All present voted aye. Motion carried.

Motion to approve the transfer of &700,000.00 from the library's Illinois Funds account to the Library's primary checking account at the Illinois National Bank between 12/16/2024 and 1/13/2025:

Trustee Novak moved and Trustee Villa seconded the motion to approve the transfer if needed of \$700,000.00 from the library's Illinois Funds account to the library's primary checking account at the Illinois National Bank between 12/16/2024 and 1/13/2025:

Roll call vote. All present voted aye. Motion carried

Remember in January meetings will start at 6:00 p.m. The Director reminded the board that January 16th meeting will be at 6:00 pm.

Trustee Novak moved and Trustee Carr seconded the motion to adjourn. President Sharon Novak declared the November 21, 2024 Board Meeting adjourned at 7:12 p.m.

Voice vote. The motion carried.

The next regular board meeting will be on January 16, 2025 at 6:00 p.m.

Submitted by,

Eleanor Borys, Administrative Asst.

Trustee Steven Car, Board Secretary

Board President Sharon Novak