

Lansing Public Library  
Board of Trustees  
Regular Board Meeting Minutes  
February 15, 2024

Call to Order

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

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

Absent: None

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

Trustee Cuthbert moved and Trustee Farmer seconded to appoint Trustee Carr as secretary Pro Tem

**Recognition of visitors:**

Visitors: Brett Moeller, O'Neill & Gaspardo

**Correspondence:** The correspondence was passed around to the board members, with several patron applause and a letter from the Village of Lansing's attorney regarding Village of Lansing request for property tax exemption located 1961 Bernice Road.

**Approval of Minutes:** Trustee Carr moved and Trustee Cuthbert seconded the motion to approve the January 18, 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 Jan/Feb 2024 General/Prepaid bills in the amount of \$143,417.71 and additional February 2024 bills in the amount of \$6,647.02.

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

**Director and Department Heads' Monthly Reports:** Denise's slideshow presentation on our new software Collection HQ was very informative. Denise explained that all the information is very useful for weeding as well as purchasing collections. Denise also mentioned that Hoopla is one of our most active digital products.

**OLD BUSINESS:**

**Motion to approve option 1 (correction from agenda) for Studio GC's proposal for the HVAC project (system and VAV boxes):** Trustee Carr moved and Trustee Villa seconded the motion to approve option 1 for Studio GC's proposal for the HVAC project (system and VAV boxes in the amount of (approximately) \$715,000.00.

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

**NEW BUSINESS:**

**Motion to fill vacant Secretary's office:** Trustee Villa moved and Trustee Cuthbert second the motion for Trustee Steven Carr to fill vacant Secretary position until end of term (May 2024).

Roll call vote. NAYES: 2 YEAS: 4 Motion carried

**Brett Moeller from O'Neill & Gaspardo for the FY 22/23 report:** Brett spoke about the audit process and stated the only thing he would recommend is to get an higher interest bearing account for the library's funds.

**Select candidates to interview for the open board seat:** The board assessed the Trustee applicants and decided on two of the four candidates.

**Set date for interviews for the open board seat:** The Board choose March 21<sup>st</sup> to interview candidates. The meeting will start at 5:00 p.m..

**Motion to discard 1 12 years old laptop HP Probook 650b \$50.00. Youth Services AWE machine and table 10 years old \$200.00.** Trustee Cuthbert moved and Trustee Farmer second Motion to discard 1-12 year old laptop HP Probook 650b \$50.00. Youth Services AWE machine and table 10 years old \$200,00.

Roll call vote. All present voted aye. Motion carried

**Motion to accept the update to the Attendance & Punctually policy in the Lansing Public Library**

**Personnel Policy:** Trustee Carr moved and Trustee Cuthbert seconds Motion to accept the update to the Attendance & Punctually policy in the Lansing Public Library Personnel Policy.

Voice vote. Motion carried

**Motion to accept a quote for the new server from either Heritage Technology Solutions for \$9,536.12 or Current Technologies for \$14,740.13 or Secure Compliance Solutions for**

**\$17,592.50:** Trustee Cuthbert moved and Trustee Carr second the motion to accept quote HTSQ4479 for the new server from Heritage Technology Solutions for \$9,536.12.

Roll call vote. All present voted aye. Motion carried

**Motion to Adjourn:**

Trustee Cuthbert moved and Trustee Carr seconded the motion to adjourn. President Sharon Novak declared the February 15, 2024 Board Meeting adjourned at 7:19 p.m.

Voice vote. The motion carried.

The next regular board meeting will be on March 21, 2024.

Submitted by,

Eleanor Borys, Administrative Asst.

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Trustee Steven Carr, Board Secretary pro tem

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Board President Sharon Novak