

**Lansing Public Library Board of Trustees**

**Agenda for the Regular Board Meeting**

**November 16, 2023**

**6:30 pm**

- I. Call to Order
- II. Roll Call
- III. Recognition of Visitors
- IV. Correspondence
- V. Motion to approve the minutes from the Regular Board Meeting October 19, 2023
- VI. Motion to approve October & November 2023 expenditures for payroll, invoices, debit/credit card, and the Treasurer's report
- VII. Director and Department Head Reports:
- VIII. Old Business
  - a. Financial discussion on capital projects
  - b. Motion to approve the 2023 Lansing Public Library Lansing Public Library Personnel Policy: Illinois Paid Leave Worker's Time
  - c. Motion to approve a 4.95% levy request for FY 2024-2025
  - d. *Serving Our Public*: Chapters 8-13
- IX. New Business
  - a. O'Neill & Gaspardo: talk about the audit work: Brett Moeller
  - b. Motion to approve the updates to the 2023 Lansing Public Library Personnel Handbook: Employment Categories Policy
  - c. Motion to approve the updates to the 2023 Lansing Public Library Personnel Handbook: Vacation Policy
  - d. Motion to approve the updates to the 2023 Lansing Public Library Personnel Handbook: Personal Days Policy
  - e. Motion to approve the updates to the 2023 Lansing Public Library Personnel Handbook: Medical Leave
  - f. Motion to approve the updates to the 2023 Lansing Public Library Personnel Handbook: Sick Leave Policy
  - g. Motion to approve the update to the 2023 Lansing Public Library Personnel Handbook: Dress Code
  - h. Motion to approve the 2023 Lansing Public Library Personnel Handbook: Staff Birthday Floating Holiday
  - i. Motion to approve the 2023-2024 Board Meeting Schedule
  - j. Motion to approve the 2023-2024 Holiday & Closing Schedule
  - k. Motion to approve amending the ordinance establishing the Special Reserve Fund
  - l. Motion to approve the ordinance to transfer \$400,000.00 into the Special Reserve Fund
  - m. 1<sup>st</sup> reading and tabling of the Information Services Policy
  - n. Motion to approve tuition for Beth Bozzo for the second semester at Valdosta for her MLIS for \$2,637.00

X. Motion to Adjourn

The next scheduled meeting of the Board of Trustees is January 18, 2024

Any person needing an accommodation for a disability at the meeting should contact Lisa Korajczyk, Library Director, Lansing Public Library by telephone at 708-474-2447 or in writing five (5) days prior to the meeting date.