

Lansing Public Library  
Board of Trustees  
Regular Board Meeting Minutes  
April 16, 2020

Board President Tim Glinski called the Regular Board meeting to order at 6:30 pm.

Present: Tim Glinski, Sharon Novak, Mozella Brown and Bonnie Cuthbert  
(via Zoom): Lillian Ball, Judy Koch and Jeri Villa

Absent: None

Also Present: Debbie Albrecht, Library Director and (via Zoom) Eleanor Borys, Admin. Asst.

Visitors (via Zoom): Sandra Iosue, Information Department & Emily Laidley, Youth Department  
Kelli Staley, Tech/It and RJ Reynolds, IT (present)

**Approval of Minutes:** Bonnie Cuthbert moved and Mozella Brown seconded the motion to approve the March 26, 2020 minutes of the Special Board Meeting and February 20, 2020 Regular Board Meeting. All present voted aye. Motion carried.

**Approval of Expenditures:** Bonnie Cuthbert moved and Sharon Novak seconded to approve payment of the March 2020 General/Prepaid bills in the amount of \$172,678.77.

Bonnie Cuthbert moved and Judy Koch seconded to approve payment of the April 2020 General/Prepaid bills in the amount of \$140,516.85.

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

**Accept Director and department Heads' Monthly Reports:** Debbie said she has asked the Department Heads to please just submit highlights of weekly activities. Bonnie asked that she please ask them to also date them.

**Friends of the Library:**

Debbie said she has not seen any friends since the Stay at Home issued.

**Discussion on Election of Officers for May meeting:**

Debbie asked the Board which trustees are interested in running for next election. She explained to all the trustees the process for the upcoming election.

**Reminder File Ethics Statement & Census 2020:** Debbie reminded trustees that Statements must be filed. They all have received the e-mails and told Debbie they will file. Debbie said that 55 percent of Lansing has been counted, but it is still important to tell everyone to please fill out Census 2020.

**Second Reading and Approval of Library Policy Manual:** Debbie said that policy changes are all completed. She is just waiting for charts/graphs to be completed. The updated policy manual with corrections will be passed out at the next board meeting.

Sharon Novak moved and Bonnie Cuthbert second the motion to approve No Charge for computer pass for Lansing residents. All present voted aye. Motion carried.

**Discussion on Library and Corona Virus Impact:** Debbie has formed a group made up of Tony-custodian, Marisol-Youth Department, Karen-Information Department, Kriesten-Circulation Department, and RJ- It Department to discuss the pros & cons of the Library's near future soft opening. Debbie said that the Library will follow parts of Swans plans for curbside pickup/soft checkout and library opening to the public. Debbie also talked about the Lunch Bus service that is expected to start in June. Debbie also told the Board that all Vendors have been cancelled for the June 6<sup>th</sup> Block Party.

**Discussion on Eliminating Cash Transactions:** Debbie said that she doesn't want to subject staff with exchanging money. She would like to only take exact payment (no change will be available) amounts if necessary. She feels that at this time it would be appropriate to eliminate the handling of cash for the safety of the employees. We will still keep the temporary pass fees for Non-Residents. Bonnie Cuthbert moved and Mozella Brown seconded motion for approval to Eliminate cash transaction whenever possible in the interest of Safety due to the Corona Virus. All present voted aye. Motion carried.

President Tim Glinski declared the regular April 16, 2020 Board Meeting adjourned at 7:12 p.m.

The next regular board meeting will be on May 21, 2020.

Submitted by,

Eleanor Borys,

Administrative Asst.