

Lansing Public Library
Board of Trustees
Regular Board Meeting Minutes
May 21, 2020

Indicates via Zoom Due to the Corona Virus

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

Present: Tim Glinski, **Lillian Ball**, Mozella Brown, Bonnie Cuthbert, Judy Koch & **Jeri Villa**

Absent: Sharon Novak

Visitors: **Dan Eallonardo, Independent Construction; Darren Schretter, StudioGC**
Kelli Staley & RJ Reynolds, IT and Juan Estrada, Circulation

Also Present: Debbie Albrecht, Library Director and **Eleanor Borys, Admin. Asst.**

Juan Estrada approached the Board to request an Executive Session. The Board President stated that they would address at the end of the meetings if there was time. Trustee Cuthbert noted her concerns, since it was not on the agenda.

Darren from Studio GC update on Re-Model Project and Dan Eallonardo from Independent Construction: Darren informed the board that he has been working with Debbie and his team at Studio GC. They have been working off plans Darren developed which will be tweaked as needed after the engineers make their recommendations. The engineers will be at the library next Friday with Darren to survey the job. Hopefully the schedule will be as follows: Work will be done to finalize the bids during the month of June. Hope to have bids ready by the second week of July. The work usually done in the schools over the summer was moved up in many cases because of school closures due to the Covid 19 virus. This may give us the window to start construction earlier than first stated. Tentatively open bids on July 23rd (we would move our regularly scheduled July 16th meeting to the 23rd, if needed) and have the July board meeting that night to approve the lowest bid. There are a lot of things to get done in the interim and Dan Eallonardo pointed that out to the board; lawyer approval, Village approval, permits etc. We are hoping to get started sometime toward the end of August and be complete sometime in January 2021. Darren said the original budget of 1.2 or 1.3 million may be enough to cover things not considered. We will budget 1.5 million for the project. Dan asked if roof-top units that control HVAC for upper level were part of that figure. No, but Darren will include it in as an alternative bid.

Approval of Minutes: Judy Koch moved and Bonnie Cuthbert seconded the motion to approve the April 16, 2020 minutes of the Regular Board Meeting. All present voted aye. Motion carried.

Approval of Expenditures: Bonnie Cuthbert moved and Mozella Brown seconded to approve payment of May 2020 general/prepaid bills in the amount of \$161,147.27 and additional May 2020 bills in the total amount of \$981.65. All present voted aye on a roll call vote. Motion carried.

Accept Director and department Heads' Monthly Reports: Debbie was grateful that Kelli was able to get thru Swan Security to duplicate their work desk-tops which allows Department Head's and Cookie to work remotely when at home.

Friends of the Library: Debbie was able to meet with Rosalie and informed her the Library will not be accepting donations at this time and the Book Sales will have to be canceled until further notice, at least September.

Set Fee for Non-Resident Cards for FY20/21: Debbie stated that the fee calculated out to be \$207.00, which is slightly higher than last years. Mozella Brown moved and Bonne Cuthbert seconded to approve the fee for Non-Resident cards for FY20/21 at \$207.00. All present voted aye on a roll call vote. Motion carried.

First Reading of Contact Free - Cash Free Transaction Policy: Debbie read the new policy for cash free transactions and explained the importance of this policy for the safety of our patrons as well as the Library staff.

First Reading of Revised Continuing Education Policy: Debbie explained that all staff have been doing Continued Education (CE) required by Debbie while the stay at home order has been in place. She feels this is important to continue all year long, so she has re-written the policy on Continuing Education. She read the new policy and will ask for approval at the next board meeting.

Re-Opening Plan for June 1, 2020 (Soft open May 27th with curbside from holds on shelf): Debbie presented all trustees packets on the process and guidelines that are in place for the June 1st curb side. She explained the teams and their functions. She also explained the process of quarantine of mail, deliveries and the staging process. The curb side pick-up process was also explained. Debbie mentioned the process for receiving of purchases may be slower with one person currently in Tech services, since Barb's retirement.

Review and Adopt Budget for FY20/21: Debbie explained each budget line as to why they either have been increased or decreased. She also noted that health insurance is up 10 percent. She also stated that IRMF payments went up too. Bonnie Cuthbert moved and Judy Koch seconded to approve the \$4,080,373.00 FY 20-21 budget. All present voted aye on a roll call vote. Motion carried.

President Tim Glinski declared the Regular May 21, 2020 Board Meeting adjourned at 7:47 p.m.

The next regular board meeting will be on June 18, 2020.

Submitted by,

Eleanor Borys, Administrative Asst.