

**Lansing Public Library  
Board of Trustees  
Regular Board Meeting Minutes  
July 15, 2021**

Called to order 6:31pm by Board President Tim Glinski

Present: Tim Glinski, Sharon Novak, Lillian Ball, Bonnie Cuthbert, Judy Koch, Jeri Villa, Mozella Brown

Also present: Debbie Albrecht, Library Director

Visitors: None

**Correspondence:** Tim shared a letter from the Secretary of State, Jessie White, confirming Lansing Library to receive the grant funded at \$41,788.23. Debbie shared *Demolishing Public Libraries from the Inside: Niles Public Library is a Warning* written by Kelly Jensen, July 15, 2021

**Approval of Minutes of Previous Meeting:** Mozella Brown moved to approve the June 17, 2021 Minutes of the Regular Board Meeting as presented. Judy Koch seconded. All in favor. Motion carried.

**Financial Reports & Approval of Expenditures:** Bonnie Cuthbert, treasurer reported current bank balance of \$335,261.06. Bonnie Cuthbert moved to pay bills in the amount of \$2242.15 for July bills. Sharon Novak seconded. Roll call voted all in favor. Motion carried.

**Accept Director and Department Head's Monthly Reports:** All reports accepted.

**Friends of the Library:** As reported in the Director's Report – there will be a Blow Out Book Sales in September of the old stock in the Library. Books will sale for \$5. No additional comments.

**Approve Closing the Library for All Staff Day on Friday, August 13, 2021:** Debbie recalled the Library staff have not had an all-day training in while. Some proposed subjects (but not yet confirmed) for the day might consist of how to interact with the future youth. It was suggested perhaps an active shooter training session. Debbie will reach out to someone from the Lansing Police Department. Bonnie Cuthbert moved that the Library close on Friday, August 13, 2021 for an All Staff Day. Judy Koch seconded. All in favor. Motion carried.

**First Reading of Amended FMLA Policy:** Debbie distributed written draft to the entire board for review and to return at our next board meeting scheduled in September.

**Second Reading and Approval of Idea Audio & Video Lab & Maker's Space Equipment Policy and the Amended Hiring Policy and Procedure:** Documents read by Debbie. Bonnie Cuthbert moved to approve the Idea Audio & Video Lab & Maker's Space Equipment Policy and the Amended Hiring Policy and Procedure as read and presented by Debbie Albrecht, Library Director. Judy Koch seconded. All in favor. Motion carried.

Debbie spoke with Jim and there is a total of 15 applicants and the deadline to apply is Friday, July 16, 2021. There are currently 10-11 of those who qualified applicants for the position. Jim and his team will now narrow it down to at least seven qualified applicants and is hopeful to tentatively meet with the board sometime in August. It was asked that board members be available for an August meeting (tentatively around the third Thursday). Board agreed to the tentative meeting in August.

Sharon Novak moved to call a recess of the Regular Board meeting at 7:10 p.m. in order to proceed with an Executive Session meeting. Bonnie Cuthbert seconded. All in favor.

Reconvened 7:16 p.m.

Judy Koch moved to allow employees to use accrued sick leave according to FMLA policy. Seconded by Jeri Villa. All present voted in favor of the motion.

Sharon Novak moved to adjourn the Regular Board meeting at 7:19 p.m. Seconded by Bonnie Cuthbert. All in favor. Motion carried.

The next regular board meeting will be on September 16, 2021 at 6:30pm. There is no board meeting in August.

Submitted by,

Lillian A. Ball  
Lansing Public Library Board Secretary

**Lansing Public Library  
Board of Trustees  
Executive Session Meeting Minutes  
July 15, 2021**

Called to order 7:10 by Board President Tim Glinski

Purpose of meeting: To discuss personnel matter.

Present: Tim Glinski, Sharon Novak, Lillian Ball, Bonnie Cuthbert, Judy Koch, Jeri Villa, Mozella Brown and Debbie Albrecht, Library Director

Debbie addressed the issue as it pertains to the use of FMLA to care for infant child. The question was to allow personnel to use sick leave accrued from employment with The Village of Lansing?

Roll call vote in agreement to question.

Sharon Novak moved to adjourn Executive Session meeting and to reconvene regular board meeting. Seconded by Bonnie Cuthbert. All in favored. Motion carried.

Submitted by,

Lillian A. Ball  
Lansing Public Library Board Secretary