

Lansing Public Library
Board of Trustees
Regular Board Meeting Minutes
March 17, 2022

Call to Order

Board President Tim Glinski called the Regular Board meeting to order at 6:32 pm.

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

Absent: Jeri Villa

Also Present: Lisa Korajczyk, Library Director and Eleanor Borys, Admin. Asst.

Recognition of visitors:

Visitors: None

Correspondence: The Director shared several Patron Applause forms regarding staff service meeting the needs of our patrons. The Director shared an informational e-mail addressed from Dan Eallonardo, Independent Construction regarding the need for a new HVAC and controls for the upper level of the Library in the near future. The Director also shared a letter from the law firm of Jorgenson, Siegel, McClure & Flegel referencing the Estate of Sam Kintzer advising that the previous letter providing a monetary gift to the Lansing Library was sent in error. The correct organization was Lansing Library in Lansing Michigan. And lastly a nice thank you letter from the Lansing Community Food Pantry for all our support.

Additional Correspondence: President Glinski read a letter addressed to the Library Board of Trustees from Trustee Judy Koch stating her intent to retire on or about June 1, 2022. President Glinski thanked Judy for her many years of service. All Trustees thanked her as well. The Library will post the available vacancy.

Approval of Minutes: Trustee Novak moved and Trustee Cuthbert seconded the motion to approve the January 20, 2022 minutes of the Regular Board Meeting. All present voted aye. Motion carried.

Approval of Expenditures for payroll, invoices and Treasurer's report:

Trustee Cuthbert moved and Trustee Koch seconded to approve payment of the January/February 2022 General/Prepaid bills in the amount of \$334,434.60. and additional bills in the amount of \$7,485.31. March 2022 General/Prepaid bills in the amount of \$150,848.13 and additional March 2022 bills in the amount of \$2,525.38. Roll call vote. All present voted aye on a roll call vote. Motion carried.

Director and Department Heads' Monthly Reports: The Director invited the Board to join the Human Relations Commission April 6, 2022 at 10 a.m. for the "Prevent Child Abuse Kick Off" hosted at the Lansing Library.

OPEN ITEMS:

Discuss and motion to approve 2022 Whistleblower Policy: Trustee Cuthbert moved and Trustee Koch seconded motion to approve the 2022 Whistleblower Policy with the discussed corrections. All present voted aye on a roll call vote. Motion carried.

Discussion and motion to approve 2022 Travel Reimbursement Policy: Trustee Brown moved and Trustee Koch second motion to approve 2022 Travel Reimbursement Policy with the typo corrections. All present voted aye on a roll call vote. Motion carried.

Discussion and motion to approve 2022 Victim's Economic and Safety Policy: Trustee Koch moved and Trustee Cuthbert second motion to approve 2022 Victim's Economic and Safety Policy. All present voted aye on a roll call vote. Motion carried.

Discussion and motion to approve 2022 Tuition Reimbursement Policy: Trustee Cuthbert moved and Trustee Koch second motion to approve 2022 Tuition Reimbursement Policy \$2,000.00 per Annual Fiscal year allowing up to four students (\$500.00 per year) pending budget approval. All present voted aye on a roll call vote. Motion carried.

Discussion and motion to approve 2022 Identity Theft Policy: Trustee Koch moved and Trustee Cuthbert second motion to approve 2022 Identity Theft Policy, All present voted aye on a roll call vote. Motion carried.

Discussion and motion to approve 2022 Anti-Bullying Policy: Trustee Cuthbert moved and Trustee Ball second motion to approve 2022 Anti-Bullying Policy. All present voted aye on a roll call vote. Motion carried.

New Business

FOIA and OMA training for Board members: Lisa will send Open Meeting Act, ILA and Rails links to Board Members to refresh on topics.

Personnel Policy questions (vacation, funeral leave, sick leave, library history)

The Director said Personnel Policy questions will be tabled until next meeting.

1st reading and tabling of the 2022 Parental School Leave Policy (Personnel Handbook)

2022 Parental School Leave Policy 1st reading tabled until next board meeting.

IMRF and extending the sick day policy discussion:

The Director gave all Trustees a copy of the Village of Lansing IMRF General Memorandum regarding Eligible sick leave for conversion to service credit. Lisa will speak to Lori at the Village for some more information so this can be discuss at the next meeting.

O'Neill & Gaspardo 3 year audit proposal:

The Director gave all Trustees a copy of an Audit Proposal submitted by O'Neill & Gaspardo, LLC for review. To be discussed at the next board meeting.

FY 2022 SWAN fees: \$35,482.00 an increase of \$1,085.00

The Director shared SWAN's new Fiscal Year fee of \$35,483.00 which is an increase of \$1,085.00.

Cook & Kocher Insurance and attendance at next meeting

The Director gave all Trustees coverage descriptions and pricing for them to review before the next board meeting that. Cook & Kocher plan on attending.

Heritage quote for VOUP phones and security cameras

The Director received a quote in the amount of \$4,847.00 from Heritage for three more security cameras. Heritage also gave a quote for VOIP system in the amount of \$17,957.00. And a significant reduced rate of \$70.00 for monthly service.

Motion to sunset the Library's Website Contributor policy: Trustee Koch moved and Trustee Cuthbert second motion to remove the Lansing Library's Website Contributor policy.

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

Motion to approve that the Lansing Public Library become a State of Illinois License Plate Sticker

Renewal Site: Trustee Novak moved and Trustee Koch second motion to approve the Lansing Library become a State of Illinois License Plate Sticker Renewal Site

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

Motion to approve the disposal of 5 mobile book displays:

Tabled.

Trustee Cuthbert motioned to adjourn the Regular March 17, 2022 Board Meeting adjourned at 8:07 p.m. Seconded by Trustee Koch.

Executive Meeting: Motion to go into Executive Session Motioned Trustee Cuthbert motioned and Trustee Koch second. Trustee Glinski at 8:07 p.m.

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

Trustee Cuthbert moved and Trustee Koch seconded motion to go back into regular session.

Trustee Cuthbert declared the Executive Meeting adjourned at 8:22 p.m., seconded by Trustee Koch.

Regular Board Meeting: Trustee Cuthbert motioned to Reconvene at 8:23 p.m Seconded by Trustee Brow the Regular March 17, 2022 Board Meeting

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

Adjournment


Trustee Cuthbert moved and Trustee Brown seconded the motion to adjourn.

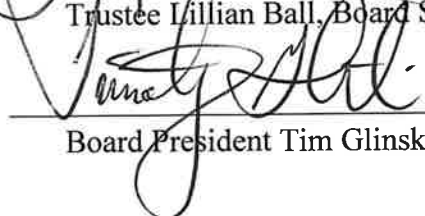
Board President Tim Glinski declared the March 17, 2022 Board Meeting adjourned at 8:23 p.m.

The next regular board meeting will be on April 21, 2022.

Submitted by,

Eleanor Borys, Administrative Asst.


Trustee Lillian Ball, Board Secretary


Board President Tim Glinski