

Lansing Public Library
Board of Trustees
Regular Board Meeting Minutes
April 21, 2022

Call to Order

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

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

Absent: Mozella Brown

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

Recognition of visitors:

Visitors: Dan Eallonardo, Jennifer Arreola

Jack Cook and Patrick Cook, Cook & Kocher insurance (via Zoom)

Correspondence: The Director shared several Shout out emails regarding staff being awesome & helpful. Also an email to ALL STAFF regarding a patrons act of kindness giving each employee an Easter card.

Approval of Minutes: Trustee Cuthbert moved and Trustee Koch seconded the motion to approve the March 17, 2022 minutes of the Regular Board Meeting. Voice vote. 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 March/April 2022 General/Prepaid bills in the amount of \$165,140.93 and additional bills in the amount of \$4,542.31. Roll call vote. All present voted aye on a roll call vote. Motion carried.

Director and Department Heads' Monthly Reports: Given to the Board of Trustees.

OPEN ITEMS:

Zoom Meeting with representatives from Cook and Kocher Insurance: Jack & Patrick Cook joined the board meeting via Zoom and explained the new library coverage. Jack & Patrick Cook spoke about Cook & Kocher their specialty in Library Insurance. They explained each line coverage and the reason they are all not with the same company. Trustees asked if all the policies would be the same coverage as we have now. Cook stated the coverage would be the same along with some additional coverage that we do not have now.

Motion to. Approve the insurance quote from Cook and Kocher for \$33,161.00:

Trustee Novak moved and Trustee Cuthbert seconded the motion to approve the Cook & Kocher insurance policy in the amount of \$33,161.00. Roll call vote. All present voted aye. Motion carried.

Motion to approve the 2022 Lansing Public Library's Parental School Leave Policy:

Trustee Cuthbert moved and Trustee Novak seconded the motion to approve the 2022 Lansing Public Library's Parental School Leave policy. Voice vote. All present voted aye. Motion carried.

Motion to approve the audit quote from O'Neill and Gaspard for year one \$9,000.00, year two \$7,200.00 and year three for \$7,500.00:

The Board all agreed that this change would be a good idea. Trustee Koch moved and Trustee Cuthbert second motion to approve the audit quote from O'Neil and Gaspard for \$9,000.00 for the first year, \$7,200.00 for the second year and \$7,500.00 for the third year. Roll call vote. All present voted aye. Motion carried.

Motion to approve the quote from Heritage Technology Solutions for three new security cameras for \$4,847.00 and for a new VOIP telephone system for \$21,557.00 (increased price due to 4 more phones):

The Director explained that our current provider is going out of the P.O.T.S. line business. Trustee Novak moved and Trustee Koch second motion to approve quote from Heritage Technology Solutions for three new security cameras for \$4,847.00 and a new VOIP telephone system for \$21,557.00. Roll call vote. All present voted aye. Motion carried.

Motion to set the price for the License plate sticker renewal service at \$9.50 and a .50 credit card processing fee:

There was a discussion on how this would serve our community. The financial process still has to be worked out. Trustee Novak moved and Trustee Koch second motion to charge \$10.00 credit card processing fee. Roll call vote. All present voted aye. Motion carried.

New Business

Dan Eallonardo and HVAC project: Dan explained our current HVAC units are old and it is his opinion that Studio GC has the knowledge of our buildings needs and specs. He would recommend that we accept the mechanical rooftop assessment & replacement Architectural Service Proposal. Dan also state that the pricing is negotiable.

Motion to Approve the FY 2022-2023 Lansing Public Library's Budget for \$3,754,378.23 dollars.

The Director explained each budget line, why they have been increased or decreased. She also noted that IMRF is down from last fiscal year, health insurance increase and the need to add new accounts. Trustee Cuthbert moved and Trustee Ball seconded to approve the \$3,754,378.23 FY 22-23 budget. All present voted aye on a roll call vote. Motion carried.

Motion to approve the \$1.50 per hour for personnel salary increase for FY 2022-2023 to start May 1, 2022: Trustee Novak moved and Trustee Cuthbert second motion to approve \$1.50 per hour for personnel salary increase effective May 1, 2022. Roll call vote. All present voted aye. Motion carried.

Motion to approve a full time Marketing Associate position, two 25 hour per week positions (Outreach Associate and Youth Services) and a 18 hour per week Info Services position:

Trustee Cuthbert moved and Trustee Ball seconded the motion to approve to hire a full time Marketing Associate, two 25 hours (Outreach Associate & Youth services) and one 18 hour per week Info Services. Voice vote. All present voted aye. Motion carried.

Letter of Interest: The Director shared three letters of Interest with the Board members.

Motion to rescind the library's cashless policy: The Director explained the need for the Library to return back to accepting cash to better serve the Library patrons.
Trustee Novak moved and Trustee Cuthbert second the motion to rescind the Library's cashless policy.
Voice vote. All present voted aye. Motion carried.

First reading and tabling of the 2022 Lansing Public Library's Teacher Card Policy:
Tabled.

First reading and tabling of the 2022 Lansing Public Library's Safe Child Policy:
Tabled.

First reading and tabling of the 2022 Lansing Public Library's Vulnerable Adult Policy:
Tabled.

First reading and tabling of the 2022 Lansing Public Library's Financial Policy:
Tabled.

New Trustee Orientation handout:
All Board members received a copy.

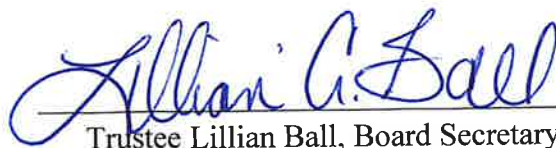
ATLAS Trustee training day 5/21/2022:
The Director asked the Trustees to please let her know so that she could register them for that day's event.


Discussion of the Lansing Public Library's Personnel Policy:
Tabled.

Trustee Novak moved and Trustee Cuthbert seconded the motion to adjourn. Board President Tim Glinski declared the April 21, 2022 Board Meeting adjourned at 8:23 p.m.
Voice vote. The motion carried.
The next regular board meeting will be on May 19, 2022.

Submitted by,

Eleanor Borys, Administrative Asst.


Trustee Lillian Ball, Board Secretary


Board President Tim Glinski