

Lansing Public Library  
Board of Trustees  
Regular Board Meeting Minutes  
September 15, 2022

**Call to Order**

Board President Sharon Novak called the Regular Board meeting to order at 6:31 pm.

Present: Sharon Novak, Tim Glinski, Jennifer Arreola, Mozella Brown (late arrival),  
Bonnie Cuthbert and Jeri Villa

Absent: Lillian Ball

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

**Recognition of visitors:** Visitors: None

**Motion to approve Secretary Pro Tem:**

Due to the absence of the Secretary, President Novak moved and Trustee Cuthbert second motion to approve a Secretary Pro tem. Voice vote – Yes Carried.

**Facility Tour:**

We started our annual facility tour around on the outside exterior of the Library; the Board asked the Director to address some of their concerns in the rear parking lot as well as the exterior surroundings. Upstairs in the tech room the Director pointed out counter top issues that needs to be taken care of.

**Dan Eallonardo:** Tabled

**Correspondence:** The Director shared a few Patron Applause recognizing Sarah and Laura for outstanding customer service. The Director also shared a nice article that the Lansing Journal ran regarding Library's Mobile Book Runner getting books out into the community.

**Approval of Minutes:** Trustee Cuthbert moved and Trustee Glinski seconded the motion to approve the July 21, 2022 minutes of the Regular Board Meeting and September 21, 2021 COW. Voice vote. All present voted ayes

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

Trustee Cuthbert moved and Trustee Brown seconded to approve payment of the August 2022 General/Prepaid bills in the amount of \$128,838.95 and September 2022 General/Prepaid bills in the amount of \$132,707.47 and additional September bills in the amount of \$37,643.78. Roll call vote. All present voted aye. Motion carried.

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

## **OPEN ITEMS:**

### **Motion to approve the changes as submitted by HR Source for the 2022 Lansing Public Library Personnel Policy:**

Trustee Cuthbert moved and Trustee Villa seconded the motion to approve 2022 Lansing Public Library Personnel Policy with changes submitted by HR Source.

Voice vote. All present voted aye. Motion carried

### **Motion to approve the 2022 Lansing Personnel Handbook:**

Trustee Cuthbert moved and Trustee Arreola seconded the motion to approve 2022 Lansing Public Library Personnel Handbook. Voice vote. All present voted aye. Motion carried

### **Motion to approve the 2022 Lansing General Policy Manual and the addition of the updated Circulation Policy.**

Trustee Glinski moved and Trustee Arreola seconded the motion to approve the 2022 Lansing General Policy Manual with updates and corrections as described. Voice vote. All present voted aye. Motion carried

## **New Business**

**1<sup>st</sup> reading and tabling of the 2022 Trustee By-Laws:** Tabled

### **Motion to approve that Mr. Cuthbert attend the 2022 Marketing Conference in Indianapolis, In. for \$1,500.00 from 11/01/2022-11/04/2022.**

Trustee Arreola moved and Trustee Villa seconded the motion to approve Mr. Cuthbert to attend the 2022 Marketing Conference in Indianapolis from 11/01-11/04/2022 for the total amount of \$1,500.00

Roll call vote (Trustee Cuthbert abstained). All present voted aye. Motion carried

### **Motion to approve of the new library logo and tagline:**

The Board had a discussion of Logo's submitted, they all agreed they would like to see another option. This was tabled to next board meeting in October.

### **Motion to dispose of 24 LG Ericsson 24 & 2 AT & T cordless phones:**

Trustee Cuthbert moved and Trustee Villa seconded the motion to dispose 14 LG Ericsson 24 and 2 AT & T cordless phones. Voice vote. All present voted aye. Motion carried

### **Motion to approve the 4.95% increase for the 2023-24 Lansing Public Library Tax Levy:**

Trustee Cuthbert moved and Trustee Villa seconded motion to approve the 4.95% increase for the 2023-24 Lansing Public Library tax levy. Roll call vote. All present voted aye. Motion carried.

### **April 2023 election information:**

Trustee Arreola and Trustee Brown received the election information packet for April 2023. The Library will have 3 vacancies for next year's election.

### **PPRT Discussion:**

The Director mentioned some services that the Village will be providing the Library for the past PPRT and that going forward we will receive our portion quarterly.

**Review Chapter 1 & 2 of Serving Our Public for the Per Capital Grant:**

**The Director advised the Board to review Chapters 1 & 2:** The board was advised to review Chapters.

**Motion to go into Executive Session under Section 2 (c) (1) of the Open Meetings Act for “The appointment, employment, compensation, discipline, performance or dismissal of specific employees” as mandated by Section 2.06 of the Open Meetings:** Trustee Cuthbert moved and Trustee Villa seconded the motion to executive session at 8:08 p.m.

**Motion to reenter regular session:**

Sharon Novak moved to adjourn Executive Session meeting at 8:22 p.m. and to reconvene regular board meeting at 8:23 p.m. Seconded by Bonnie Cuthbert. All in favored. Motion carried

**Motion based on the actions to be taken based on the results of the Executive Session:**

Trustee Cuthbert moved and Trustee Arreola seconded the motion to approve a 6% increase in salary for Lisa Korajczyk, Library Director. Roll call vote. All present voted aye. Motion carried.

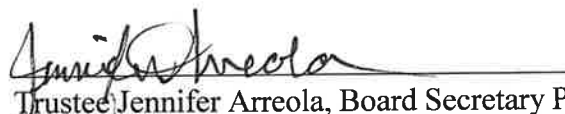
**Motion to Adjourn**

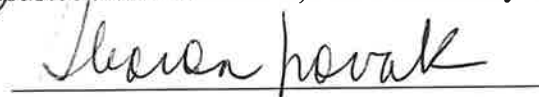
Trustee Cuthbert moved and Trustee Glinski second motion moved that the Sept 15, 2022 Regular Board Meeting adjourned at 8:29 p.m. The motion carried.

The next regular board meeting will be on October 20, 2022.

Submitted by,

Eleanor Borys, Administrative Asst.

  
Trustee Jennifer Arreola, Board Secretary Pro Tem

  
Board President, Sharon Novak