

Minutes
Tri-Township Public Library District
Regular Board of Trustees Meeting
July 5, 2005

The Meeting was called to order at 7:12 p.m. by President Little.

Roll Call Ashcraft, Hodges, Huck, Lindsay, Merz, Stolzer, Little. Also present were Gene Bernard, Norma Sidener and Jean Sagovek.

Public Input for Agenda Items: None

Board Input for Agenda Items; Minutes of June 16 and June 29 special meetings.

Approval of Minutes: Motion made by Merz and seconded by Huck to accept the minutes of the June 7th meeting as amended.

Ayes: Ashcraft, Hodges, Huck, Lindsay, Merz, Stolzer, Little.

A motion was made by Huck and seconded by Hodges to accept the June 16th Special meeting as published.

Ayes Ashcraft, Hodges, Huck, Lindsay, Mertz, Stolzer, Little.

Motion made by Huck, seconded by Stolzer to accept the June 29th special meeting as corrected.

Ayes: Ashcraft, Hodges, Huck, Lindsay, Merz, Stolzer, Little.

Treasurers Report : Treasurer reported we have had two different amounts for taxes coming in but Auditor has to separate this year's from last year's.

Auditor will have audit to Treasurer by next week.

Income and expenses; Auditor says we have \$39,154.00 in general fund taxes, audit actually got \$703,000. Building fund-\$52,200, Insurance -\$12,770.

Gave report on how much we are under and over. All bills have been paid.

Motion made by Lindsay, seconded by Merz to accept the Treasurer's report as published.

Director's Report: None given. Be sure to place something in Secretary's Book as to no report given and why.

Committee Reports: Friends of the Library are very busy. Book Sales are running about \$400 each. Friends have received many nice things from Joan Spencer to raffle off, beside the baskets.

Friends give to the Library normally \$5,000. But last year and this year will be much more, this year will be about 10,000. This money is to be use to help pay of the Library Mortgage. The Friends were thanked for their help and support.

Maintenance: Leo has not been able to get to the front door but it is on his list.

Lights- Leo will take care of them this week.

Budget Lindsay and Huck have finished the budget . Motion to move excess will be done under new business.

Communications: Were unable to get weed and feed grant as it was not received on time. Huck was given the forms by Director and found an error, so she mailed it Priority mail on June 13th to make sure it would get there in time ,but it was not received in Springfield until June 20th. Letter received denying our request but they did say they had received 800 applicants,so we might not have gotten it anyway.

Old Business: If no election, then we won't be able to get on the ballot for expansion/annexation.

Secretary found application for Library Per capita & aid grants in her box. Director had been taking care of it, but since it isn't due until October ,was suggested to wait and give it to new director.

Theft of Library property: Lindsay reported nothing new other than money put in budget for the scanners and check -out system.

→ Cash Register; Little didn't get to check yet . Will put on hold for now.

→ Change of names on Credit cards; Secretary to write a letter requesting that Valerie Meyer's name be taken off and Huck & Little's names be put on. Treasurer will deliver letters to Office Max, Office Depot, Borders.

Receipt Printers: Check with Bill Stephens to see if we've gotten them yet.

Coin Copier; October was decided as the month to get bids for the copier as the contract will end on the coin copier in February,2006.

Research cost of server software: Checked with Bill Stevens and he will get it for us, will be able to connect to all computers. He also stated that the board can have access to the computers.

Comment Box: Have to get one with two locks, one for director and one for president. President Little said he had checked with Mr. Eastman and the board does have access to the comment box.

Audit of Secretary's Book: Lindsay said they had everything but June and Stolzer said she had found some other things missing. They will check on everything after the meeting.

Postage Meter: Huck Checked with Pitney –Bowes. If we want to send it back we can. The post office will charge to the credit card. Pat will talk to the Postal Director. Best bet will be to get an account at the post office.

→ Fire Inspection: Clean up back, Huck to see to it. Weber checks the fire extinguishers in July each year. Check with our insurance agent Mr. Dave Margario. MARGENRAO

Staffing: Check with Denise on whether we will be covered. Doug will talk with Denise. Will have Denise and Doug do the time sheets for Dave Rody. Ashcraft suggested we check into seeing about Hospital Insurance for the staff. Check with Bill Stevens to see about what may be available through Library Associations.

New Business: Need to adopt schedule for meeting dates for 2005-2006. Dates are August 2, September 6, October 4, November 1, December 6, January 3, February 7, March 7, April 4, May 2, June 6. Motion was made by Ashcraft, seconded by Stolzer to put forth Ordinance 05/06-01 to set forth the meetings and budget calendar for the Tri Township District for the fiscal year dates above to meet at the Tri-Township Public Library at 7 p.m. Ayes: Ashcraft, Hodges, Huck, Lindsay Merz, Stolzer, Little.

Non-Resident Card fee; No information given. Checked with Jean. Huck will check.

Leo will check on pest control and if it is reasonable to go ahead if around \$100.00 or less.

Motion made by Stolzer to have Leo locate a company to spray Library, to get two quotes and to have it done \$ 100.00 or less. Motion was seconded by Hodges.

Ayes: Ashcraft, Hodges, Huck, Lindsay, Merz, Stolzer, Little.

Time Sheets: Doug will give to Denise and he will get together with her this week..

A motion was made by Huck and seconded by Hodges to hold a public meeting on August 12, 7p.m. for Budget and Appropriation and a notice to be put in the paper. Huck will take care of it.

Ayes: Ashcraft, Hodges, Huck, Lindsay, Merz, Stolzer, Little.

→ A motion was made by Ashcraft and seconded by Merz to move the excess working cash fund into the Building fund.

Ayes: Ashcraft, Hodges, Huck, Lindsay, Merz, Stolzer, Little.

Motion made Ashcraft and Seconded by Stolzer to go into closed session for matters regarding Employment compensation, Discipline, or dismissal of a

Specific employee, at 8:45p.m.

Returned from closed session to open meeting at 8:56p.m.

Motion was made by Ashcraft, seconded by Stolzer to accept the minutes of the June 16th Closed Session Meeting.

Ayes: Ashcraft, Hodges, Huck, Lindsay, Merz, Stolzer, Little.

There were no announcements, so meeting was adjourned at 8: 57p.m.