

Tri-Township Public Library  
Board of Trustees Meeting  
Regular Minutes  
August 2, 2016

The meeting was called to order at 7:06 p.m. by Treasurer Scheller.

Roll Call: Huck, Lanahan, Perrine and Scheller.

Absent: Ashcraft and Elson.

Present from the public were David Cassens, Director and Norma Mendoza, (reporter for Times Tribune

Elson arrived at 7:07 p.m.

Input of Agenda Items: Board- Chairs for Friends

Recycle bin

Alcohol Laws for Illinois Libraries.

Public –None

Approval of Minutes: a motion was made by Scheller and seconded by Perrine to accept the regular meeting minutes for June 7<sup>th</sup>, 2016.

Ayes: Huck, Lanahan, Perrine, Scheller and Elson.

Absent Ashcraft.

A motion was made by Scheller and seconded by Perrine to accept the closed session meeting minutes for June 7<sup>th</sup>, 2016.

Ayes: Huck, Lanahan, Perrine, Scheller and Elson.

Absent: Ashcraft.

Treasurer's Report: We are all good.

Director's Report: All the bathroom vanities have been installed except for the downstairs' faucets. The Staff had a question about Staff Appreciation Day. Is it a paid holiday? It is a paid working day even though the library is closed.

The Summer Program was a huge success. It was decided instead of prizes, to donate the money from the Friends of the Library for the reading hours to charities of the patron's choice. The money was given to two charities-Partners for Pets and Special Olympics. Six hundred eighty three hours read for Partners for Pets and five hundred and fourteen hours read for Special Olympics.

Statistics are enclosed.

Maintenance: none

Communications: none

Old Business: Green Space- the signs are up now for the tree and Jeannie Simon Memorial Garden.

Renting the green space – One person has asked and Scheller would like to go over the wording for rental of the green space –separate usage policy for 106 West Oak Street as follows-our facility will be available for use for the hours of nine a.m. to nine p.m. Monday thru - Saturday for library use only. All other usage will be for library hours only. Facility will not be used on Sunday and gates will be locked when not in use. Usage is for library programs and is also available to the public. Priority use is as follows- library programming, formal or informal instruction, public meeting place for meetings and events. Anyone using the green space is subject

to the city of Troy's noise ordinance. Parking available on library parking lot. Everyone must comply with the rules used by the meeting places on the library's lower level. Fees will include a fifty dollar refundable deposit and twenty five dollar rental. The facility may only be used during daylight or library hours whichever comes first.

Policy pages 41 thru 72- pg. 42 – no longer need typewriters

Pg. 45-broadband, Wi-Fi, high speed internet- eliminate the word any

Pg. 46- users allowed minimum of one hour usage, add computers available on one hour increments.

Pg. 47- fax – term inter library loan policy- fax short term paper urgent for a school report information can be sent or received within riding distance. Cities involved are Troy, Highland, Collinsville and Edwardsville. Maryville should be included.

Pg. 52- Illinois Policy- should be is a school member

A motion was made by Lanahan and seconded by Perrine to accept pages 41 thru 72 as amended.  
Ayes: Huck, Lanahan Perrine, Scheller and Elson. Absent: Ashcraft.

New Business: Secretary's Audit- Two people are needed to check the minutes for the audit and make sure all minutes are entered. This needs to be done before September 1<sup>st</sup>, 2016. Elson and Lanahan volunteered.

New hires- The Director would like the Board to approve the hiring of two new part time employees. Amy Klobucher and Michael Wiecezak are the two new employees who have answered the ad for part time employees. Director said both have started and are doing a good job. A motion was made by Lanahan and seconded by Perrine to accept the hiring of Amy Klobucher and Michael Wiecezak as part time employees on the library staff.

Ayes: Huck, Lanahan, Perrine, Scheller and Elson. Absent: Ashcraft.

Approval of bills: State Farm- we need to renew our Workman's Compensation and Employees Liability premium for one thousand sixty five dollars and sixty five cents.

Motion was made by Scheller and seconded by Lanahan to pay State Farm one thousand sixty five dollars and sixty five cents for Workman's compensation and Employees liability premium.

Ayes: Huck, Lanahan, Perrine, Scheller and Elson.

Absent: Ashcraft.

Ameren Illinois- bill for eight hundred eighty six dollars and ninety nine cents. The high cost was due to an air conditioning malfunction. A motion was made by Perrine and seconded by Lanahan to Pay Ameren Illinois eight hundred eighty six dollars and ninety nine cents.

Ayes: Huck, Lanahan, Perrine, Scheller and Elson.

Absent: Ashcraft.

Belo-Man – an invoice for one thousand three hundred twenty one dollars to replace a blower motor and P.B.

A motion was made by Perrine and seconded by Lanahan to pay Belo- for air conditioner repair, a blower motor and P.B. for one thousand three hundred twenty one dollars.

Ayes: Huck, Lanahan, Perrine, Scheller and Elson.

Absent: Ashcraft.

Philadelphia Insurance Companies: invoice for two thousand two hundred sixty one dollars. .Board was not sure what this policy covers for they will make the payment with the restriction that we get further information on actual coverage and Director to e-mail board members when we receive a response from them.

A motion was made by Scheller and seconded by Lanahan to pay the invoice for two thousand two hundred sixty one dollars to Philadelphia Insurance companies with the restriction that we receive more information from them on actual coverage of the policy and Director to e-mail board members when it is received.

Ayes: Huck, Lanahan, Perrine, Scheller and Elson.

Absent: Ashcraft.

OCLC service fee for year 2017: A Motion was made by Lanahan and seconded by Huck to pay the service fee of eight hundred sixty dollars and fifty five cents to OCLC to look outside the State for books requested by patrons.

Ayes: Huck, Lanahan, Perrine, Scheller and Elson.

Absent: Ashcraft.

Scheller asked to purchase for chairs for the Friends of the Library. The padded chairs they use for the sales are in bad shape. A motion was Made by Perrine and seconded by Scheller to spend up to six hundred dollars for four chairs for the Friends of the Library.

Ayes: Huck, Lanahan, Perrine, Scheller and Elson.

Absent: Ashcraft.

Scheller discussed the need to purchase two recycle bins for the Community Room. There is a need for bins to recycle the water bottles and soda cans used in the Community room. Director will check on blue recycle bins for Community room and get them locally.

Scheller said there is a law in the legislature regarding bringing alcohol into libraries. They will check and we need to restrict this if it is law.

Closed Session: none

Announcements and adjournment: Meeting adjourned at 8 :11 p.m.