

Tri- Township Public Library District  
Board of Trustees Meeting  
Regular Minutes  
January 5<sup>th</sup>, 2010

President Ashcraft opened the meeting at 7: 08 p.m.

Roll Call: Elson, Huck, Lindsay, Perrine, Scheller and Ashcraft. Absent: Little.  
Present from the public were Vicky Hart and Amanda Walker.

Input of Agenda Items: Board –Scheller asked to have Storage in stairwell under New Business.  
Perrine asked for the Santa Breakfast, Christmas party to be added under Old Business.

Approval of Minutes: A motion was made by Scheller and seconded by Perrine to accept the minutes of the December 1<sup>st</sup>, 2009 regular meeting as amended.  
Ayes: Huck, Lindsay, Perrine, Scheller and Ashcraft. Elson- Abstained. Absent: Little.

Treasurer's Report: Treasurer may have to transfer some money from Springfield to the General Fund, but will wait until after payroll. We are looking good. We have twenty two dollars and thirty cents in the reserve account and Treasurer wanted to know if we should put it into another account and close this account. Director wanted to know what the Historical/ Genealogical account of two hundred seventy –five dollars and sixty five cents was for and if she could use that money to microfilm a number of newspapers. The treasurer said it could be used for that and after discussion, it was decided to place the money from both accounts into the holding fund and have treasurer close those two accounts.

A motion was made by Perrine and seconded by Scheller to move the monies to the General Holding fund and close out both accounts.  
Ayes: Elson, Huck, Lindsay, Perrine, Scheller and Ashcraft. Absent: Little.

Director's Report: The soda machine was delivered on December 2<sup>nd</sup>, 2009 and so far we have sold eighteen dollars worth of drinks .The money was put into petty cash but Director will have bookkeeper set up a fund for drinks so we can keep track of it.

Director is still shopping around for the best deal on the lateral files. She hopes to have them purchased by next Board meeting.

Huck asked how the statistics are running for borrowing due to cyber books.

Statistics are attached.

There was a discussion about the difference between district and city libraries on funding.

Maintenance: It is too cold to do anything about replacing the concrete around the building and steps near the side doors, so this has been tabled.

We have received the "Elevator Pass" and have applied for State certificate.

Veolia vs. Allied Waste: We have had terrible customer service from Veolia. Our three year contract will be completed on January 22<sup>nd</sup>. Their cost is ninety-five dollars plus environmental fees. Allied's cost is sixty-six dollars plus environmental fees. Allied will honor this quote amount which they had given to us over eighteen months ago.

Communications: We have received a thank you note from Ministries Unlimited.

Illinois Funds/ U. S. Bank: Wire transfer agreements must be signed by the Treasurer, Director, Accountant and President.

The Madison County Board of Review lowered the assessed value of the property at 910 Edwardsville Road.

Old Business: Deaf Assistance Video Cam was tabled until next meeting.

Santa Breakfast went very well. Scheller reported that Santa did a great job and at least ninety nine people attended.

New Business: Open Meetings Act: There have been changes made in the Open Meetings Act. Each Public Body must designate a person to receive training on the Open Meetings Act. This is new/each Public Body must designate Freedom of Information Officer. This is not new, but what is new the person must receive training. We had chosen Director to be our FOA officer and must choose a person at the January meeting. We would like Director to continue as our FOA officer. We have until April to do the training. Director will also be the OMA designee.

A motion was made by Elson and seconded by Perrine to appoint Vicky Hart as our FOIA and Open Meetings Act Officer.

Ayes: Elson, Huck, Lindsay, Perrine, Scheller and Ashcraft. Absent: Little.

A motion was made by Elson and Seconded by Perrine that we adopt the FOIA Policy for Tri-Township Public Library as amended by Director.

Ayes: Elson, Huck, Lindsay, Perrine, Scheller and Ashcraft. Absent: Little.

Library website and email: One of the requirements for the Per Capita Grant was to review our website to see if it is ADA compliant. Some pages failed miserably while others were alright. Our website has not been updated since it was first installed. Website needs to be redone. Lewis and Clark Library will no longer be able to provide email accounts. Director would like to pursue

hosting and improving our website and emails with a competent firm. Moonlight Computing, a local firm will be contacted by the Director.

Storage under Stairwell: Scheller brought up that it is possibly a danger from the things stored there. Director will have AI clean up the area, as this is an emergency stairway. There was discussion about making a storage room as we haven't got one at this time. It was decided that after the meeting, the Board would go into the community room and see what they would like to have Paul design and bid for them.

There was no closed session.

Announcements: Director had a great vacation. President Ashcraft described a display of Chicago made from plants and vegetable matter with a g scale train system. This is in the Chicago Botanical Gardens and is their Christmas Display.

Meeting was adjourned at 7:57 p.m.