

Tri- Township Public Library District  
Board of Trustees Meeting  
Regular Minutes  
October 6<sup>th</sup>, 2009

President Ashcraft opened the meeting at 7 p.m.

Roll Call: Huck, Lindsay, Scheller and Ashcraft. Absent: Elson and Little.

Present from the public were Amanda Walker, Vicky Hart, Mike Perrine and Norma Sidener.

Agenda Items: Public – Maintenance: Elevator Inspection.  
Old Business: Checking account.  
New Business: WI FI.

Elson arrived at 7: 05 p.m.

A motion was made by Huck and seconded by Scheller to accept the minutes from the September 1<sup>st</sup>, 2009 regular meeting as presented.

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

Treasurer's Report: The Treasurer has not received the report from the accountant but we are in good shape financially.

Swearing- in of new Trustee: Mike Perrine was sworn in by Secretary Elson as our new Trustee. Amanda Walker took a picture of the swearing in ceremony for the Troy- Tribune newspaper.

Director's Report: The Per Capita Grant is completed. The board needs to approve a building maintenance plan. The Director has presented one to the Board for their approval.

All other issues are listed separately on the agenda.

The statistics are attached.

Maintenance: Terry Taake's son came to the director to see if we want them to do snow removal for us again this year. They will give us the same rate as last year.

A motion was made by Huck and seconded by Perrine to have Terry Taake continue to do our snow removal for the same rate as last year.

Aye: Elson, Huck, Lindsay, Perinne, Scheller and Ashcraft. Absent: Little.

Elevator inspection: Long Elevator Inspection maintenance has to check with the State for an inspection appointment and must be here at the same tome the Inspector is here. The Director has been trying for weeks to get this accomplished with no success. Superior Elevator Inspections will do the inspection. Their fee is one hundred ninety-five dollars for initial visit, plus inspection time at one hundred dollars per hour. Inspection could ~~take~~ take up to two hours with no low traction test and up to four hours with full traction test. We can lock in their current fee for three years. Director

would like the Board to accept Superior Elevator Inspection Co. and lock in their fees, put us in their computer list and set up Long Elevator to come also. Fess will probably be from seven hundred fifty dollars to one thousand dollars.

A motion was made by Elson and seconded by Lindsay to accept the proposal from Superior Elevator, be put into their computer, lock in fees for three years, have Long come also and pay the fee of seven hundred fifty to one thousand dollars.

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

Communications: We have received tax complaints from four businesses in Troy. Mr. Eastman has filed our responses. The Director explained to our new Trustee that some businesses feel they are paying too much in real estate taxes and as we are a taxing district we are included in their complaints.

The Auditor has completed all the on-site work for the audit. She still has to interview the treasurer and a letter has been sent. She estimates finishing the audit by October 31<sup>st</sup>, 2009.

Old Business: By-laws update: In article four should be changed to Treasurer and Director Sign the checks. We will table vote until next meeting in case other Board members see anything else that might need to be changed or updated.

Cold drink machine update: Director has checked and there is no minimum but we must purchase the drinks from them. We would start out with a couple of cases of each item we want. There is no charge for service on the machine as long as we buy supplies from them. Director has checked and the fee for the electrical outlet will be two hundred and seventy five dollars.

A motion was made by Lindsay and seconded by Elson to have director get the electrical outlet installed, along with the drink machine. We will charge one dollar for each drink.

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

Santa Breakfast: Little is not here this evening, so she will have a full report next month.

Restrictions on checking account: Bank says one person should prepare the check and another signs. Mr. Eastman checked and we are okay. Our President, Treasurer and Director are signers for our checks at Bank of Edwardsville.

New Business: Deaf assistance VideoCam T.D.Y. tabled until next meeting.

Administrative Assistant: there has been no job description for Secretary's assistant. The Director has given a job description to the Board for approval. She asked Norma Sidener if there were any changes needed. Sidener said the only thing that needed to be added was the number of hours the assistant could work, which is ten hours per month.

A motion was made by Elson and seconded by Scheller to accept the job description as amended and place it in the employee manual.

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

Building Maintenance Plan: The Director has prepared a plan for Board approval. A motion was made by Perrine and seconded by Lindsay to accept the plan as amended. Ayes: Elson, Huck, Lindsay, Perrine, Scheller and Ashcraft. Absent: Little.

New WI FI: System has been installed and stands alone. We are offering it free twenty four seven as service to the community and people coming through Troy who might need to use it.

There was no closed session.

Since there were no announcements, the meeting was adjourned at 8:08 p.m.