

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
July 5, 2016

The meeting was called to order at 7:00 P.M. Present: Elson, Huck, Lanahan, Perrine, Robinson, and Ashcraft. The public hearing began at 7:01 P.M.

Scheller arrived 7:18 P.M.

The public hearing ended at 7:31 P.M.

Roll Call- Elson, Huck, Lanahan, Perrine, Scheller, Robinson, and Ashcraft.

Present from the public were David Cassens II (Director of the Tri-Township Public Library), Norma Mendoza (Reporter for the Troy Times-Tribune), Norma Sidener (secretary assistant for the Board), and Don and Jacob Wurth (father and son working on son's Eagle Scout Project for the library).

Input of Agenda Items- New Business: Renting the Greenspace and Auditor Approval

Approval of Minutes-

- a) A motion was made by Perrine and seconded by Lanahan to approve the April 5, 2016 regular meeting minutes as presented.
 - a. Ayes: Huck, Lanahan, Perrine, and Ashcraft. Abstain: Elson, Robinson, and Scheller
- b) The June 7, 2016 regular and closed meeting minutes approval were tabled.

Treasurer's Report- We're really good and solid. Funds are being redistributed to the appropriate accounts.

Director's Report-

- The painting of the library interior is finished.
- Cintas follow-up service has started and looks great. They come every 4th Friday.
- Summer Reading Kick-Off was a huge hit!
- David spoke at the Rotary Club meeting on June 22nd to update them on library happening and they donated \$100 to the library.
- Jim's last day will be July 28th and David would like him to stay on as a substitute.
- The hinge for the door to the lower level is causing the door not to latch. Repairs are scheduled for tomorrow.

Maintenance- None

Communication- None

Old Business-

- a) Green Space- Jacob Wurth's Eagle Scout project is set to start on June 13th and will begin with the wall restructuring. There are plans to add a dogwood in addition to the previously-presented plans for the Jeanne Simon Memorial Garden.

- a. A motion was made by Scheller and seconded by Lanahan to approve the Eagle Scout Project with a proposed budget of \$460 for supplies.
 - i. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Elson. Absent: Ashcraft
- b) Policy Manual (first 40 pages)- A few grammar errors were corrected and continuity was reviewed. The Out of District dollar fee will be removed and will be replaced with the information regarding the formula used to create the fee so that the document will not need to be updated every time the fee changes. The main topic of discussion was the holiday closure schedule. The board reviewed the list of "library closure days" and voted on three separate days: Good Friday, Staff Development Day, and the Friday after Thanksgiving.
 - a. A motion was made by Scheller and seconded by Perrine to be open on Good Friday.
 - i. Ayes: Huck, Lanahan, Perrine, and Scheller
 - ii. Nays: Robinson, Elson, and Ashcraft
 - b. A motion was made by Scheller and seconded by Elson to list the Staff Development Day as a library closure.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft
 - c. A motion was made by Scheller and seconded by Lanahan to remain open to the Friday after Thanksgiving.
 - i. Ayes: Huck and Scheller
 - ii. Nays: Lanahan, Perrine, Robinson, Elson, and Ashcraft
 - d. A motion was made by Scheller and seconded by Elson to accept the first 40 pages of the Policy Manual as amended.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft
- c) Budget for FY2016-2017-
 - a. A motion was made by Scheller and seconded by Lanahan to approve the Budget for FY2016-2017 as presented.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.
- d) Technology Service Quote- Joe's Technology was a \$1250 stat-up cost and \$1000 a month and Lazerwear was \$2197 start-up and \$985.96 a month. Lazerwear offered more coverage, the ability to remotely access the computers for quick fixes, and training for employees.
 - a. A motion was made by Elson and seconded by Robinson to contract with Lazerwear for technology service and support with a start-up cost of \$2197 and a monthly cost of \$985.96.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.

New Business-

- a) 40th Anniversary- The building's 25th anniversary is actually in 2020 and the library's 40th inception anniversary was actually in 2015. Planning to have a celebration in 2020.
- b) Heritage Quest Online Invoice-
 - a. A motion was made by Scheller and seconded by Elson to pay the Heritage Quest invoice of \$939
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.
- c) Audit Appropriation Ordinance 16/17-01-
 - a. A motion was made by Elson and seconded by Scheller for an ordinance making an annual appropriation for an audit for the Tri-Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1, 2016, and ending June 30, 2017.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.
- d) Building and Equipment Appropriation Ordinance 16/17-02-

- a. A motion was made by Scheller and seconded by Elson for an ordinance making an annual appropriation for the building and equipment fund for the Tri-Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1, 2016, and ending June 30, 2017.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.
- e) General Fund Appropriation Ordinance 16/17-03-
 - a. A motion was made by Lanahan and seconded by Robinson for an ordinance making an annual appropriation for the general fund for the Tri-Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1, 2016, and ending June 30, 2017.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.
- f) IMRF Appropriation Ordinance 16/17-04-
 - a. A motion was made by Robinson and seconded by Scheller for an ordinance making an annual appropriation for the Illinois Municipal Retirement Fund for the Tri-Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1, 2016, and ending June 30, 2017.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.
- g) Insurance Fund Appropriation Ordinance 16/17-05-
 - a. A motion was made by Scheller and seconded by Robinson for an ordinance making an annual appropriation for insurance fund for the Tri-Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1, 2016, and ending June 30, 2017.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.
- h) Social Security Appropriation Ordinance 16/17-06-
 - a. A motion was made by Lanahan and seconded by Elson for an ordinance making an annual appropriation for the Social Security fund for the Tri-Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1, 2016, and ending June 30, 2017.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.
- i) Renting the Greenspace- This is covered in the next section of the policy manual that will be reviewed. Many board members are interested in the idea provided adequate insurance and precautions are taken in the same manner as they are for the lower level space rental.
- j) Auditor Approval-
 - a. A motion was made by Scheller and seconded by Perrine to contract with our current auditor for the next audit at a rate of \$6750.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.

Closed session-

- a) A motion was made by Scheller and seconded by Elson to open a closed session for matters regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.

Regular meeting closed: 8:46 P.M.

Regular meeting reopened: 9:08 P.M.

Announcements and Adjournment- Laura Robinson turned in her resignation from the library board as she has moved out of the district. She thanks the board and the library for their support and company during her tenure.

9:10 P.M.