

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
June 7, 1994
MINUTES OF BOARD MEETING

REGULAR MEETING called to order at 7:02 p.m. in the main room of the Library.

ROLL CALL - present were Cassot, Huck, Madison, Merz, Schaefer, Fallis (6). Absent - Noonan (1).

OTHERS PRESENT - Brown, Gulley (Gulley arrived at 7:15 and left at 7:25).

MINUTES A motion was made by Huck, seconded by Madison, to approve the minutes of the 5/3/94 board meeting.
Motion passed. Ayes - Cassot, Huck, Madison, Merz, Schaefer, Fallis (6). Absent - Noonan (1).

Board member Noonan arrived at 7:05 p.m.

BILL LIST - (see copy)

A motion was made by Noonan, seconded by Cassot to: approve the bill list as is. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0).

LIBRARIAN'S REPORT (see copy)

A motion was made by Madison, seconded by Cassot, to authorize up to 40 hours per week for Dusty Little until September 1, 1994. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0). The JTPA person will work 20 hours per week until September.

OVERDUE REPORT - (see copy)

COMMITTEE REPORTS

Friends - Gulley reported the prizes have been selected for the Fourth of July celebration and Madison will be doing the scheduling of workers. The check from Super Valu was for \$500.00. Friends are still collecting Campbell soup labels.

COMMUNICATIONS - The Philadelphia Insurance Companies sent a form concerning Non-Profit Directors and Officers Liability Insurance (Huck will take care). DeRousse Thompson, Ltd. Certified Public Accountants sent in a bid for the annual audit. Eastman's office sent correspondence concerning the Farmers Home Administration/Loan Closing agenda and a copy of information mailed to Froehlich regarding the \$500,000.00 Promissory Note. A copy of the ordinance and title commitment were enclosed.

UNFINISHED BUSINESS

1. A motion was made by Madison, seconded by Merz, to approve the Prevailing Wage Rate Ordinance No. 93/94-11. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0).
2. A motion was made by Madison, seconded by Cassot, to approve the Time and Place Ordinance No. 93/94-12. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0).
3. A motion was made by Noonan, seconded by Merz, to approve the selling of the mailing list at \$30.00 per 1,000 addresses. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0). Cassot presented wording for the Policy and Procedure Manual which will go into effect as of June 8, 1994.
4. Finance committee is working on the Tentative Budget which will be voted on at the next regular board meeting.

NEW BUSINESS

1. A motion was made by Madison, seconded by Cassot, to commission the auditor (DeRousse Thompson, Ltd.). Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (1).
2. A motion was made by Cassot, seconded by Madison, to encumber upsent funds of \$1,000.00 in per capita to purchase library materials. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0).
3. The Finance Committee will meet June 28, 1994 at the Library to prepare appropriation and levy ordinances.
4. Staff will rewrite the overdue policy for the Policy and Procedure Manual and present at the next regular board meeting.
5. A motion was made by Noonan, seconded by Cassot, to authorize the purchase of a Sams membership card on behalf of the Library. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). ~~Absent - Merz (1).~~ *md*
6. A motion was made by Huck, seconded by Madison, to purchase a Zip Code ad for the minimum amount. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0).

NEW BUILDING PLANS

1. Bid opening will be June 9, 1994 at 5:00 p.m.
2. Ground breaking ceremony will be June 11, 1994 at 10:00 a.m.
3. A motion was made by Madison, seconded by Merz, to designate Huck to be the building contact for the construction of the new facility. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0).
4. A motion was made by Noonan, seconded by Madison, to authorize the transfer of unspent leftover funds to go into the building fund. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0).
5. A motion was made by Noonan, seconded by Madison, to rent a storage unit at minimal expense for the storage of articles in the shed that will be torn down. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0).
6. A motion was made by Noonan, seconded by Merz, to authorize Huck to proceed with obtaining an option to buy on the Baglin property. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0).
7. A phone-a-thon was discussed by the board concerning fund raising for the new facility.

PUBLIC INPUT -- None

A motion to enter into closed session to review all closed session minutes was made by Huck, seconded by Noonan. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0). Closed session was entered at 9:00 p.m. Open session resumed at 9:12 p.m. The following closed session minutes were submitted for approval and review for public disclosure:

Meeting	Approved	Release to Public
8/30/89	yes	yes
9/7/93	yes	yes
11/2/93	yes	yes
1/4/94	yes	yes

Motion to approve and release to the public the above closed session minutes was made by Noonan, seconded by Madison. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Schaefer, Fallis (7). Absent - None (0).

ANNOUNCEMENTS -- None

MEETING ADJOURNED at 9:20 p.m.
Marjorie Schaefer, Secretary

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