

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
May 3, 1994
MINUTES OF BOARD MEETING

REGULAR MEETING called to order at 7:02 p.m. in the basement of the Library. (At 8:00 p.m. meeting continued in the main room of the library.)

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

OTHERS PRESENT - Brown, Gulley (Gulley arrived at 7:05 and left at 7:10).

MINUTES A motion was made by Madison, seconded by Noonan, to approve the minutes of the 4/5/94 board meeting as amended. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Schaefer, Fallis (6). Absent - Merz (1).

BILL LIST - (see copy)

A motion was made by Noonan, seconded by Madison to: approve the bill list as is. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Schaefer, Fallis (6). Absent - Merz (1).

LIBRARIAN'S REPORT (see copy)

A motion was made by Noonan, seconded by Madison, to approve the purchases of phones and accessories up to \$50.00. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Schaefer, Fallis (6). Absent - Merz (1). A motion was made by Madison, seconded by Cassot, to purchase an IBM Mouse with the expenses not to exceed \$50.00. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Schaefer, Fallis (6). Absent - Merz (1). Summer employment concerns were tabled until the next regular board meeting.

OVERDUE REPORT - (see copy)

COMMITTEE REPORTS

Friends - Gulley reported that sales were going well.
Building & Grounds - Madison will take care of checking fire extinguishers.

COMMUNICATIONS - Ittner sent a letter listing people he will ask for bids for the new facility. Ittner also sent an Architectural Barriers check list. Eastman mailed the site plan blueprint to the Library.

UNFINISHED BUSINESS

1. A motion was made by Cassot, seconded by Madison, to approve the Personnel Manual as discussed. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Schaefer, Fallis (6). Absent - Merz (1).

2. A motion was made by Noonan, seconded by Madison, to add the following to the Policy and Procedure Manual. Applications for new library card:
1) proof of name and address on valid school enrollment form 2) have a card in the Lewis and Clark Library System in good standing 3) current pay check (not envelope) that has name and address
Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Schaefer, Fallis (6). Absent - Merz (1).
A motion was made by Cassot, seconded by Madison, to add the following to the Policy and Procedure Manual: 1) may check out total of eight items including two videos and two kits (teachers have no limit and Librarian and staff may use discretion) 2) if book is a week overdue, no more books may be checked out to the individual until the matter is settled 3) a book should be renewed only one time-- persons wishing to renew should be consulted verbally about renewal policy and should be asked before automatically renewing. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Schaefer, Fallis (6). Absent - Merz (1).
3. Tentative budget was referred to the Budget Committee for review.

NEW BUSINESS

1. Committee list was updated.
2. Drafts of the Prevailing Wage Rate Ordinance and the Time and Place Ordinance were presented.
3. A motion was made by Noonan, seconded by Madison, to update the mailing list now and in August and February every year after. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Schaefer, Fallis (6). Absent - Merz (1). Cassot will work out the wording for future sale of the mailing list.

NEW BUILDING PLANS -- The opening of the bids will take place on Thursday, May 26, 1994 and 2 p.m.

PUBLIC INPUT -- None

ANNOUNCEMENTS -- None

MEETING ADJOURNED at 8:48 p.m.

Marjorie Schaefer
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Secretary