

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
MAY 2, 1995
MINUTES OF BOARD MEETING

REGULAR MEETING called to order at 7:02 p.m. in the basement meeting room. Vice-President, Merz, presiding.

ROLL CALL - Present were Huck, Madison, Merz, Murray, Noonan (5). Absent - Cassot, Fallis (2).

OTHERS PRESENT - Robert H. Augustine, Gulley, Van Hoose, Walker.

Cassot arrived at 7:04 p.m.

MINUTES - A motion was made by Noonan, seconded by Murray, to approve the minutes of the 4/4/95 and 4/27/95 board meetings. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Fallis (1).

BILL LIST - (see copy).

Motion made by Noonan, seconded by Murray, to pay K&S \$100,000 of the total owed (\$156,446.82). Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Fallis (1).

Motion made by Cassot, seconded by Noonan, to approve the bill list, with the exception of K & S. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Fallis (1).

LIBRARIAN'S REPORT - (See copy)

Motion made by Madison, seconded by Cassot, to approve Walker's plan of moving as submitted. Plan includes sketch showing layout of collection, location of book sale area, and temporary placement of magazines in genealogy room. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Fallis (1).

Sumner's evaluation tabled to closed session.

OVERDUE REPORT - (See copy)

COMMITTEE REPORTS

1. Friends. Cancel bake sale because of move. Will reschedule. Try to have book sale on May 20. Plan on participating in July 4th and Homecoming; will sell tickets at Grand Opening to raffle quilt at Homecoming.

Gulley left at 7:45 p.m.

2. Finance Committee. A. Motion made by Noonan, seconded by Cassot, to accept tentative budget with corrections discussed. B. Account descriptions referred to budget committee.

May 2, 1995

COMMUNICATIONS

1. Letter from Marilyn Watts. Display case has now been given to Mae Grapperhaus.
2. Letter from Charm Runkle requesting information about new building for write-up on Tri-Township PLD for display at State ILA.
3. Trustees - session on personnel.
4. Office of Sec'y of State. Introduction to Librarian training seminars. Motion made by Noonan, seconded by Murray, to send Walker to attend one of the sessions selected by her. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Fallis (1).
5. George Ryan Listen up radio to promote libraries each month.

Meeting moved upstairs at 8:00 p.m.

LCLS REPORT - Old Kaskaskia Library System building leased to Illinois Power on a 3-year lease.

UNFINISHED BUSINESS

1. Volunteer Recognition Dinner set for June 27, 1995, at 6:30 P.M.
2. Personnel Manual: Employee evaluation form completed as submitted. Items tabled: Janitor's duties.
3. Rental House - Insulation has not yet been accomplished. Will wait for renter to request again. Rent paid in full to date.
4. Motion made by Madison, seconded by Murray, to set aside the Agenda and allow Mr. Augustine to present his proposal. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Fallis (1). Mr. Robert H. Augustine of Mid-America Telephone engaged the board in discussion concerning our requirements for our new telephone system. He was not prepared to submit a bid and asked for a few days to finalize one. The board agreed to meet with him on Monday, May 8, at 9:00 a.m. with a Special Meeting to follow at 11:00 a.m. to make a decision on the phone system.

Agenda resumed.

5. Policy & Procedure Manual: In depth review completed. Several items tabled for further action. Ad Hock Committee consisting of Merz, Cassot, and Walker established to review five-year plan. Noonan to submit recommendations on sexual harassment for next meeting.
6. Silent Auction Bids - Motion made by Noonan, seconded by Murray, to accept bids currently received, with conditions specified. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Fallis (1). Huck reported that M. Huck had rewritten the news article and she had submitted it for printing in Thursday Times-Tribune. New date set for silent auction of May 12, 1995, at 5 P.M.

May 2, 1995

NEW BUSINESS

1. Madison officiated in swearing in of newly elected trustees.
2. Election: Motion made by Madison, seconded by Noonan, that the four current officers continue in present office, contingent upon Fallis' acceptance. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Fallis (1).
3. Meeting Time and Place Ordinance - Motion made by Noonan, seconded by Murray, to approve Ordinance No. 94/95-15. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Fallis (1).
4. Draft of prevailing wage ordinance was reviewed. Waiting for specific pay schedules to be attached. Will present at June meeting.
5. Committee list - add Grievance committee. - Item tabled for June meeting.
6. Table auditor until June meeting.

NEW BUILDING UPDATE

1. Report of meeting with contractor.
2. Removal of current building. Motion made by Noonan, seconded by Madison, to accept Haydn Wrecking Company's bid of \$7950.00. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Fallis (1).
3. Painting report - basement too wet.
4. Grand Opening plans: Flag pole delivered on Friday, to be installed on Saturday. VFW wants to dedicate flag, will provide color guard as part of the program. Program will consist of speakers, refreshments of cookies, punch, coffee, cake. Committee: Cassot and Murray.
6. Ameritech easement: Easement has been removed from property completely. Papers waiting to be filed with County.
7. Storm water run-off problem. Ask Dr. Fallis to contact RP Lumber to see if something can be done.
8. Shelving report: One damaged magazine rack

PUBLIC INPUT - None

ANNOUNCEMENTS - None

CLOSED SESSION - Motion made by Madison, seconded by Cassot, to enter into close session with Walker to be present to consider information regarding appointment, employment, or dismissal of an employee or officer. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Fallis (1).

May 2, 1995

CLOSED SESSION entered into at 10:57 p.m. and ended at 11:04 p.m.
OPEN SESSION resumed at 11:04 p.m. Performance appraisal of
employee, Deborah Sumner was discussed. Motion was made by Noonan,
seconded by Murray to extend employee's probationary period for
another three months. Motion passed. Ayes - Cassot, Huck, Madison,
Merz, Murray, Noonan - (6). Absent - Fallis (1).

MEETING ADJOURNED at 11:06 P.M.



Judy Madison, Secretary