

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT

November 1, 1994

MINUTES OF BOARD MEETING

REGULAR MEETING called to order at 7:02 p.m.

ROLL CALL - Present were Cassot, Huck, Madison, Merz, Noonan, Fallis (6). Absent - (0). Vacancy - One (1).

OTHERS PRESENT - Gulley (Gulley left at 7:55 p.m.).

MINUTES - A motion was made by Noonan, seconded by Merz, to approve the minutes of the 10/4/94 and 10/14/94 board meetings. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Fallis (6). Vacancy - One (1).

BILL LIST - (see copy)

A motion was made by Cassot, seconded by Noonan to approve the bill list. (Discussion of attorney's fees and builder's insurance). Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Fallis (6). Vacancy - One (1).

LIBRARIAN'S REPORT - (see copy)

1. Evaluate employees' responsibilities. Motion made by Noonan that we provide Van Hoose, D. Little, and J. Little with an appreciation bonus for covering their new duties for the period of September through the 30th of December, payable on the last Friday of December. Seconded by Cassot. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Fallis (6). Vacancy - One (1).
2. Discussion of closing early on December 23. No action taken.
3. Day-to-day manager. Motion by Madison to extend Walker's duties until the board meeting in January, seconded by Huck. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Fallis (6). Vacancy - One (1).
4. Hiring of new employee. Motion by Huck to hire Debra Sumner to work up to 30 hours, seconded by Cassot. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Fallis (6). Vacancy - One (1).
5. Walker's evaluation. Motion made by Madison that the evaluation of Karen Walker be approved, seconded by Merz. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Fallis (6). Vacancy - One (1).

Motion by Noonan, seconded by Merz, to give Walker \$.25 per hour raise. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Fallis (6). Vacancy - One (1).

OVERDUE REPORT - (see copy)

Discussion that no further action be taken on overdue teacher's account.

November 1, 1994

COMMITTEE REPORTS

Friends - Gully reported quilting & book sales are on-going. Tree-Trimmers, Saturday, November 19 at Senior Citizens. Bring donations anytime.

COMMUNICATIONS

1. Letter from George H. Ryan awarding Per Capita Grant in the amount of \$10,642.50.
2. Letter from Central District Alarm expressing interest in providing fire and burglar protection to the new building.
3. Redi-Mix phone call. (O'Fallon location). He said he had tried to call K&S, wants to bid on brick for new building. Mr. Eastman has informed board that all such calls must go through K&S.

UNFINISHED BUSINESS

Board vacancy - Two (2) people (George Langdon, Pete Gebhardt) were contacted; said they were too busy to do it. Madison will proceed with search for new trustee.

Problems with 486 computer - Power switch not working and key sticking on keyboard. Audia will pick up computer on Thursday or Friday of this week to repair and return to us.

Garage removal. Discussion of thank you's to volunteers who aided in removal. (Place names on Annual Appreciation list).

Personnel Policy Manual revision. Discussion of changes in personnel manual. Will be continued to next month.

NEW BUSINESS

1. LCLS report. LCLS grand opening 2/26/95 Mardi Gras theme.
2. Plumbing. Madison will contact M. Fallis ladies' room repair.
3. Rental house. Present tenants are moving end of November; rental fee is \$425 per month. Huck is already authorized to handle.
4. Copy machine maintenance. Huck will contact maintenance person to clean copier.
5. FmHa request. Motion made by Noonan, seconded by Merz, to authorize the request of funds from FmHa in the amount of \$15,878.00 to be used to pay K&S. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Noonan, Fallis (6). Vacancy - One (1).

BUILDING UPDATE

K&S said it will be three weeks before steel comes in. Regular meeting to be held at 10:00 A.M. on November 3, 1994.

PUBLIC INPUT -- None

ANNOUNCEMENTS -- None

MEETING ADJOURNED at 9:22 p.m.

Judy Madison
Judy Madison, Secretary

REPORT OF MEETING WITH CONTRACTOR

11-3-94, 10:00 A.M.

PRESENT: Huck; Madison; G. Almquist; K & S: C. Schulz, John Monshausen, C. Giraud.

Huck began with the questions concerning the subcontractors that had been mention at the November Board meeting. All seemed in order.

K & S will begin with laying out building and parking lot. Next Monday and Tuesday digging will begin. By next Thursday and Friday, footings will be underway. The Rebar is on its way from Bridgeton.

Almquist stated he needed two (2) copies of the lien wavers, which must be applicable to the previous one, for equipment and labor and required identification of the applicable line item be completed on each one.

We discussed the brick situation, specifically the continued requests from Red-E-Mix (possible of O'Fallon) for brick information. Almquist reported that several problems have occurred with Richards Brick of Edwardsville. The particular brick that the Board had chosed was not available for the special shape design that circles the building and around the windows in the sand face.

Schultz to call another brick company for samples. Huck and Madison to report the possibility of the need for another selection.

Madison to obtain the name of the individual from Red-E-Mix if possible for Schultz.

Discussed the problems encountered with the telephone company in moving the Baglin line and the Connection post in from of lot. Madison to obtain phone numbers and names for Schultz as soon as possible.

Huck asked what was needed to prove to the State that the 30% mark had been achieved. Schultz reported that the last sheet on the billing would be sufficient. Then proceeded to explain the billing paper work.



Judy Madison,
Secretary