

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT  
DECEMBER 5, 1995  
MINUTES OF BOARD MEETING

REGULAR MEETING called to order at 7:00 p.m.

ROLL CALL - Present were Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Vacancy - (1).

OTHERS PRESENT - Abell, Lenhoff, Van Hoose, Walker.

INSTALLATION OF NEW BOARD MEMBER

Madison administered the Oath of office to John Abell and seated him on the Board.

MINUTES - A motion was made by Noonan, seconded by Huck, to approve the minutes of the 11/7/95 board meeting. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Murray, Noonan, Merz - (7).

BILL LIST - (see copy).

A motion was made by Noonan, seconded by Cassot, to approve the bill list with the addition of \$1,000 for K&S (stainless steel serving counter). Motion passed. Ayes - Abell, Cassot, Huck, Madison, Murray, Noonan, Merz - (7).

Working cash fund. A motion was made by Cassot, seconded by Noonan, to authorize Treasurer to transfer funds from the working cash fund, as necessary. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Murray, Noonan, Merz - (7).

Contractors' meeting - 11/9/95. Madison reported on 11/9/95 meeting. Checks were paid directly to Hendricks and Triangle Electric; the rest was paid to K&S, withholding \$1,000.00 for retainage until everything is completed. Stainless steel serving counter has been installed. According to list provided by G. Almquist of Ittner, we need an affidavits of compliance with minimum wages and the warranty paperwork on the rolling shutter in order to complete project.

Discussion of work necessary to make final connection of the fire alarm to the police station. Noonan will complete.

Bank of Edwardsville loan repayment. Part of bill list.

Final payment to K&S. Motion made by Abell, seconded by Cassot, that we accept the building from K&S, provided that paperwork is in order by Ittner. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Murray, Noonan, Merz - (7). K&S owes library \$135.00; library owes K&S \$865.00. Huck to straighten out.

LIBRARIAN'S REPORT - (See copy).

Motion made by Noonan, seconded by Madison, to approve K. O'Keefe to work up to 30 hours. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Murray, Noonan, Merz - (7).

Solberg four-month performance review was accepted.

COMMITTEE REPORTS

1. Friends. \$152.50 profit from Tree-trimmers.  
Fundraisers - Plan to set up Christmas tree and sell ornaments off the tree - ask donations of six (6) ornaments from board and staff to be sold from \$.50 to \$5.00.

Completion of lower level.

A. Plumbing report - Neal has started on bathrooms; Murray gave permission to plumber to buy parts or do whatever is necessary to complete project to prevent delays since Friends are paying for the plumbing.

B. Ceiling tile installation is finished.

C. Kitchen cabinets - Will be here on Friday, December 8. Murray has explained to them that it is necessary for them to be here to work with plumbers.

D. Cove molding installation completed.

2. TIF REPORT.

Murray reported that there have been no new meetings. Subject to be dealt with in Closed Session.

COMMUNICATIONS

1. Thank you letter from Troop 38 for book pockets.
2. Letter from Mr. Ryan that per capita grant has been awarded in the amount of \$10,642.50 for 95/96.

LCLS REPORT Merz reported on information which had been provided concerning grants which would be available in the future.

UNFINISHED BUSINESS

1. Donor Plaque report. Still in progress.
2. Framing of artwork. Artwork has been stained and is back in the frame. Needs glass.
3. Review by-laws. Reviewed. Changes noted. To be voted upon next month.
4. Painting. Madison gave report.
5. Privacy fence/air conditioner units. Fence to be installed on Thursday or Friday.
6. Lights on flag. Fourth of July committee will pay for installation of new light fixtures.
7. Window grids (mullions) paint/stain. Double hung windows were standard order and could be returned for a refund of \$412.68. Madison to contact company to find out if circle head installation was included in purchase price. Motion made by Murray, seconded by Cassot, to keep circle heads at a cost of \$139.00. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Murray, Noonan, Merz - (7). Huck to choose stain.
8. Basement doors. Delivery on 13th or 14th at Valley Park.

DECEMBER 5, 1995

9. Concrete pads for book return & dumpster. Framing to be done by volunteer but has not been done yet.
10. Venetian blinds. D. Baglin will do work when he can.

NEW BUSINESS

1. Carpet installation - board room and historical room. T. Allen will do carpet in board room in January. There is not enough carpet for the Historical/Genealogy room. Tabled until January.

2. Tiling of storage and mechanical areas. Floors not to be tiled but will need to be sealed. Madison to check on sealer at True Value.

3. Rest room partitions. Time to order -- Friends will pay.

4. Basement sink problem. Sink in small electrical room next to restrooms is located in the corner close to electrical boxes. Since it cannot be easily changed, plumbers should continue with installation.

5. Furnace problems. Huck to check into problem.

6. Magazine storage. Tabled until February.

7. Rules for development of Historical Room. Madison questioned whether existing policy would also apply to the Historical Room. The Board engaged in detailed conversation to clarify the item for Madison. It was agreed that any items donated for placement and/or use in the Historical/Genealogy work will remain the property of the library and will be disposed of in accordance with existing policy. Items on loan may be displayed anywhere in the library, including the Historical/Genealogy Room. The use of funds donated specifically for the use and/or development of this room must come before the Board for prior approval, as is the case in all other expenditures. Time and labor for the development and operation of the room will remain volunteer until further discussion and vote of the Board takes place. Tax funds for the development and use of this room are not currently available. Secretary to place use of tax funds on the agenda at such time as those funds do become available.

8. *Closed Records Storage: Madison reported that she has no way to secure closed records & requested a lock for the file cabinet. - Will secure from petty cash funds. Jm.*

DECEMBER 5, 1995

CLOSED SESSION - Motion made by Madison, seconded by Noonan, to enter into closed session for employee performance review and action on possible litigation. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Murray, Noonan, Merz - (7).

CLOSED SESSION BEGAN at 9:30 p.m.

CLOSED SESSION ENDED at 10:27 p.m.

RETURN TO OPEN SESSION at 10:28 p.m.


Murray will discuss performance review with Walker.

Motion made by Noonan, seconded by Cassot to revamp rent payment schedule to \$600 per month until balance due is paid and provide latitude to make payments on the first and fifteenth of each month. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Murray, Noonan, Merz - (7).

PUBLIC INPUT - None

ANNOUNCEMENTS - None

MEETING ADJOURNED 10:38 p.m.

  
Judy Madison, Secretary