

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
REGULAR MEETING

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
FEBRUARY 6, 1996
MINUTES OF BOARD MEETING

REGULAR MEETING called to order at 7:01 p.m.

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

OTHERS PRESENT - L. Garamillo, Lenhoff, Van Hoose.

MINUTES - A motion was made by Cassot, seconded by Huck, to approve the minutes of the 1/4/95 board meeting. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Merz - (5). Absent - Murray, Noonan - (2).

Noonan arrived at 7:06 p.m.

BILL LIST - (see copy).

A motion was made by Cassot, seconded by Noonan, to approve the bill list. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Merz, Noonan - (6). Absent - Murray (1).

Live & Learn Audit Report.

Audit is done.

Paperwork received from Springfield explaining that, in order for final money to be released from them, narrative and budget sheets must still be completed.

Walker arrived at 7:20 p.m.

LIBRARIAN'S REPORT - (See copy).

Employee evaluations to be reviewed in closed session.

Walker encouraged to attend an Ebsco management seminar to be held at the Adam's Mark Hotel on March 14, 1996, from 8:30 - 3:30 p.m. No cost is involved, but parking and mileage will be reimbursed.

L. Garamillo from the National Collection Service offered information concerning their services which had been previously discussed with Walker. Motion made by Abell, seconded by Noonan, to authorize payment in advance for fifty (50) accounts @ \$7.00 each for a trial period. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Noonan, Merz - (6). Absent - Murray (1).

OVERDUE REPORT - (See copy). No board action necessary.

COMMITTEE REPORTS

1. Friends. - Completion of lower level.
 - a. Plumbing report - Completed.
 - b. Kitchen cabinets - Completed.
 - c. Dishwasher & garbage disposal - Have been installed.
 - d. Water heating system for programming area. Instant water heating system with a purchase price of \$171.00 Motion made by Noonan, seconded by Cassot, that we want the instant water heater system. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Noonan, Merz - (6). Absent - Murray (1).
 - e. Soap and paper towel dispensers, toilet paper holders - On order 1/15/96 and are on the way.
 - f. Mirrors and lights for basement rest rooms - On order. Lights will arrive in 2 or 3 weeks.
 - g. Tables and chairs. Tabled until prices are obtained.

2. TIF REPORT. Abell and Murray to compose a letter to City Council expressing concerns about the TIF District.

3. Book sales have been resumed.

4. Kitchen cabinet lights. Opinion of Board to install light over sink immediately, and under cabinets at a later date.

COMMUNICATIONS

Donations received: Women's Club - \$ 123.42
Anonymous - \$1000.00

LCLS REPORT

UNFINISHED BUSINESS

1. Donor Plaque report. On hold.
2. Framing of artwork. Frame needed for Webb's painting. Motion made by Noonan, seconded by Abell, to authorize up to \$30.00 expenditure, if purchase of frame is necessary. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Noonan, Merz - (6). Absent - Murray (1). Additional pictures to be donated.
3. Lights on flag. Replaced.
4. Window grids (mullions). On hold.
5. Basement doors. Doors have been stained, hardware and locks installed, and keys numbered.
6. Concrete pads. Waiting on improved weather.
7. Venetian blinds and pictures. Blinds brought from old building have been hung. Two additional blinds are needed for Walker's office.
8. Carpet installation. Carpet purchased for Historical Room. Will be laid by T. Allen in February.
9. Tiling of storage and mechanical areas. Will be tiled when volunteer is available.

10. Avenues of Excellence report. Surveys were not done in past year due to move into new building. Continue with original plans and surveys will be done this year.

11. Rental House.

a. Stove was purchased. Furnace was fixed. Rent is up to date in accordance with schedule.

b. Bathroom floor has deteriorated. Bids received on bathroom floor installation. Motion made by Noonan, seconded by Cassot, to approve bid from T. Bourland for \$800.00. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Noonan, Merz - (6). Absent - Murray (1).

c. Kitchen ceiling fan. Lights are currently working. Fan needs to be checked.

NEW BUSINESS

1. Policy manual. Manual distributed to each trustee for individual consideration and group discussion next month.

2. Annual appreciation dinner. Date for dinner set for last week in April, Thursday, April 25, 1996, at 6:30 p.m. at Library. Committee: Merz, Cassot, Abell.

3. Location of back issues of magazines. Magazines and shelving will be removed from Historical/Genealogy Room for carpet installation. Motion made by Noonan, seconded by Cassot, to return back issues of magazines to the Historical/Genealogy Room and share the space until we are able to afford microfilming capabilities. Motion passed. Ayes - Abell, Cassot, Madison, Noonan, Merz - (5). Nays - Huck (1). Absent - Murray (1). Board was in favor of shelving for Historical/Genealogy Room being placed in front of magazines; layout to be determined by Library Director.

4. Disposition of surplus property.

A. Ceiling tile - Surplus tile to be sold and money returned to Friends. There are five or six bundles, 8 in a bundle. Price paid was \$5.12 per tile.

B. Brown carpet - Keep carpet for use in programming area.

C. Vertical files - Motion made by Madison, seconded by Abell, that hot files (vertical files) be declared surplus and Walker to dispose of at the best possible price. Ayes - Abell, Cassot, Huck, Madison, Merz - (5). Abstain - Noonan (1). Absent - Murray (1).

5. Phones for Kitchen and Hist/Genealogy Rooms. Walker to check on prices from CTS.

6. Office Max credit card. Motion made by Cassot, seconded by Abell, to apply for credit card for use by Huck and Walker to purchase supplies. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Noonan, Merz - (6). Absent - Murray (1).

FEBRUARY 6, 1996

7. Internet report. Van Hoose made report of 1/19/96 meeting at Lewis & Clark. Walker to attend meeting at Lewis & Clark where updated information will be presented. Meeting with B. Rodgers & B. Stevens to be set up and trustees notified.

CLOSED SESSION - Motion to enter into closed session to consider the appointment or dismissal of employees was made by Cassot, seconded by Abell. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Merz (6). Absent - Murray (1).

CLOSED SESSION BEGAN at 9:10 p.m.

CLOSED SESSION ENDED at 10:00 p.m.

RETURN TO OPEN SESSION at 10:01 p.m.

Motion to approve permanent placement for J. Solberg with a salary increase of \$.25 per hour effective February 1, 1996, was made by Noonan, seconded by Abell. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Merz (6). Absent - Murray (1).

Motion to approve the continuing status of O'Keefe was made by Noonan, seconded by Madison. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Noonan, Merz (6). Absent - Murray (1).

Motion to approve permanent status of Walker as Library Director with a salary increase of \$1,000 annually (approximately 50 cents per hour) was made by Noonan, seconded by Abell. Motion passed. Ayes - Abell, Cassot, Noonan (3) Nays - Huck, Madison (2) Abstain - Merz (1).

PUBLIC INPUT - None

ANNOUNCEMENTS - None

MEETING ADJOURNED - 10:05 p.m.



Judy Madison, Secretary