

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
JULY 11, 1995
MINUTES OF BOARD MEETING

REGULAR MEETING called to order at 7:01 p.m. at Dr. Fallis's office.

ROLL CALL - Present were ~~Cassot~~^{Jm}, Huck, Madison, Merz, Murray, Noonan, Fallis. (X). Absent - Cassot (1) Jm.

OTHERS PRESENT - P. Gebhart, R. Goehlich, Van Hoose, Walker.

Reviewed quotes received as of today with P. Gebhart relating to work the Troy Lions Club has proposed in the partial completion of the basement. Board agreed that original wooden doors were desired and expressed their appreciation of the work of the Lions Club. Gebhart to report back to the Lions Club and get back with the Board.

Gebhart left at 7:28 P.M.

Grand Opening - Goehlich from 4th of July Committee presented agenda for flag ceremony at grand opening. Other details of Opening discussed.

Goehlich left at 7:50 P.M.

MINUTES - A motion was made by Merz, seconded by Murray, to approve the minutes of the 6/6/95 board meeting, as revised (to show that cost of commissioning the auditor not to exceed \$2500.00). Motion passed. Ayes - ~~Cassot~~, Huck, Madison, Merz, Murray, Noonan, Fallis - (X). Absent - Cassot (1) Jm

A motion was made by Noonan, seconded by Murray, to approve the minutes of the special meeting on 6/26/95. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan, Fallis - (7).

BILL LIST - (see copy).

Motion made by Murray, seconded by Madison, to approve the bill list as presented. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan, Fallis - (7).

K&S not to be paid until final punch list has been completed, according to Almquist.

Change Order #18 - Downspouts not paid by executive decision of Fallis. Since specs and drawings did not match. Check previous minutes on downspouts to verify board vote to reduce number of downspouts. No payment to be made until verified.

Change Order #19 - Motion made by Noonan, seconded by Murray, to approve payment of additional sprinklers. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Noonan, Fallis - (7).

Change Order #3 - Elevator Controls - Ittner & K&S will split cost on elevator door button.

No discussion on funding problems.

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LIBRARIAN'S REPORT - (See copy)
Signage tabled until August board meeting.

Motion made by Madison, seconded by Merz, to conduct interviews for Library Director and Circulation Clerk at special board meeting scheduled for July 25, 1995, at 7 P.M. Motion passed. Ayes - ~~Cassot~~, Huck, Madison, Merz, Murray, Noonan, Fallis - (X). To be contacted: Solberg and Mathis for circulation desk clerk; Walker and DeFoor for Library Director. *absent - Cassot (1) jn.*

OVERDUE REPORT - (No report due to library being closed)

COMMITTEE REPORTS

Friends

- a. Raffle tickets will be sold at Wal-Mart on July 15. Need volunteers to run a booth at Homecoming.
- b. Rest rooms. Prices on rest rooms are not complete. Two plumbers will donate labor.
- c. No additional items of expenditure.

Finance Committee

- a. Report of finance meeting with Roady presented.
- b. Motion made by Noonan, seconded by Merz, to approve tentative budget. Motion passed. Ayes - ~~Cassot~~, Huck, Madison, Merz, Murray, Noonan, Fallis - (X). *absent Cassot (1) jn.*
- c. Motion made by Merz, seconded by Madison, to raise anticipation of Appropriation and Levy Ordinance to 12%. Motion passed. Ayes - ~~Cassot~~, Huck, Madison, Merz, Murray, Noonan, Fallis - (X). *absent - Cassot (1) jn.*

COMMUNICATIONS

1. Jim Ryan, Atty General, State of Illinois, concerning 10% discount on airlines if flying on company business.
2. Fax from K&S informing library that cost of additional work on parking lot will total \$8,000.00.
3. Letters to be read at Grand Opening from people unable to attend.

LCLS REPORT - Joyce Reid leaving LCLS for different job.

UNFINISHED BUSINESS

1. Janitor Job Description tabled.
2. a. Policy & Procedure Manual. Motion made by Madison, seconded by Merz, that all non-library use of the basement be brought before the board. Motion passed. Ayes - ~~Cassot~~, Huck, Madison, Merz, Murray, Noonan, Fallis - (X). *absent Cassot (1) jn.*
 - b. Sexual Harassment tabled until August meeting.
 - c. "Black list" policy tabled until August meeting.
3. Five Year Plan has been completed.

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4. Silent Auction Report - Payment received from Van Hoose.
5. Board room furniture - will be delivered on Thursday. Paid for by five board members, no money taken from General Fund.
6. Government surplus - no good deals to interest library. Purchase of additional furniture tabled.

NEW BUSINESS

1. Pay phone cost too expensive.
2. Motion made by Merz, seconded by Murray, to declare folding curtains as surplus. Motion passed. Ayes - ~~Cassot~~, Huck, Madison, Merz, Murray, Noonan, Fallis - (X). *Absent - Cassot (1) j.m.*
3. Murray and Cassot to set up meeting for Secretary's audit by September 1.
4. Motion made by Murray, seconded by Merz, to authorize up to \$250 for purchase of chair floor pads & lobby walk off mat. Motion passed. Ayes - ~~Cassot~~, Huck, Madison, Merz, Murray, Noonan, Fallis - (X). *Absent - Cassot (1) j.m.*
5. No action taken on light fixtures for Historical/Genealogy room.
6. Location of artwork to be tabled.
7. Love seat to be placed in best location determined by Walker.
8. Motion made by Noonan, seconded by Merz, to have locksmith make 30 master keys and 4 front door only keys. Motion passed. Ayes - ~~Cassot~~, Huck, Madison, Merz, Murray, Noonan, Fallis - (X). *Absent - Cassot (1) j.m.*
9. No secured office space available for Chamber of Commerce.

NEW BUILDING UPDATE

1. Review list of items to be cleared up with K&S.
2. Color change - Metal door frames color on main floor changed to Root Beer latex paint since latex can be used on top of oil paint. Supplies purchased.
3. Storm water run-off. Easement paper work signed and notarized: One original to Eastman and one original to safe deposit box.
4. Sign for outside of building tabled.
5. Donor Board - Motion made by Noonan, seconded by Murray, to authorized expenditure up to \$3,000 to complete donor board to include cost of 1/4" birch veneer board plus stain and labor. Motion passed. Ayes - ~~Cassot~~, Huck, Madison, Merz, Murray, Noonan, Fallis - (X). *Absent - Cassot (1) j.m.*
6. Fire Extinguisher brackets - K. Frey to show required location of fire extinguisher on 7/12/95 and D. Baglin will hang fire extinguishers in order to pass city inspection.
7. Privacy fence - Huck to get bids on wood and cyclone fencing for rear line and around air conditioners.
8. Elevator - Phone call with letter following that the lockout and button will be installed at no cost to Library.
9. Downspout connections - Discussed earlier (See Bill list).
10. Parking lot - Discussed earlier (See Communications).

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Motion made by Murray, seconded by Madison, to choose the sample with the picture for handouts to be supplied by Ittner for Grand Opening. Board preferred composite of samples, if possible. Motion passed. Ayes - ~~Cassot~~, Huck, Madison, Merz, Murray, Noonan, Fallis - (X). *absent - Cassot (1) jm.*

PUBLIC INPUT - None

ANNOUNCEMENTS - None

MEETING ADJOURNED at 10:25 p.m.

Judy Madison

Judy Madison, Secretary