

TRI-TOWNSHIP PUBLIC LIBRARY MEETING  
MARCH 5, 1996  
MINUTES OF BOARD MEETING

REGULAR MEETING called to order at 7:04 p.m.

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

OTHERS PRESENT - Lenhoff.

MINUTES - A motion was made by Cassot, seconded by Noonan, to approve the minutes of the 2/6/96 board meeting. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Merz - (5). Absent - (2).

Abell and Murray arrived at 7:06 p.m.

BILL LIST - (See copy).

Huck reported that AT&T has sent a bill for \$276.00 for the installation of wiring for the computers. Huck and Madison felt that this should be contested and have made the initial contacts. AT&T reportedly charged us with removing the wires. No results to date. Madison to follow up.

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

LIBRARIAN'S REPORT - (See copy).

Walker arrived at 7:20 p.m. and presented her report. One Multimedia computer has been order under the grant program. Cost is \$1,978.00.

Discussion regarding employee review will be held in closed session at end of meeting.

Mirex copier repairs. A motion was made by Noonan, seconded by Cassot, to approve the \$232.00 repair bill on the photo copier. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Murray, Noonan, Merz - (7). Walker to check on details of a maintenance contract and report back at next month's meeting.

OVERDUE REPORT - (See copy).

COMMITTEE REPORTS

1. Friends - Murray reported that the Friends are desirous of setting up a Trivia Contest fund-raiser and provided the details to the board. Bud and Louise Webb will spearhead the event. Motion made by Cassot, seconded by Murray to approve the Trivia Contest fund raiser. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Murray, Noonan, Merz - (7).

2. Completion of lower level - Huck reported having had the thermostat moved in order to control the heating and cooling of the lower level more accurately. d 27

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a. Water heating system for programming area. Madison reported that the heater is not the correct model as called for on the drawings. We will need to make an exchange. Walker reported that it can be exchanged for different model at no additional charge. Need SP 3208 - uses less amperage. (We would need a 35 amp for the uninstalled water heater 2 we currently have). The cost would be an additional \$240.00 which includes a GFI circuit breaker and an electrical outlet in kitchen. Friends will pay \$140.00 for GFI and leave out electrical outlet in kitchen for clock. A battery clock will be obtained.

b. Mirror and lights for basement. Madison reported that the lights are here and mirrors on order. Should be installed before next board meeting.

c. Tables and chairs and carts. Huck provided a report on the various tables and chairs and their prices. Discussion ensued and choices were agreed upon as follows: 40 tables, Virco 6029, Gray Nebula at \$56.95 each. 150 folding chairs, Virco 162, Gray at \$7.45 each; two M-W chair caddies, VCT72 at \$269.95 each; four table caddies M-W TC96 at \$125.00 each. (Delivery charge - \$30.00).

2. TIF Report. (See copy). Madison reported that she had sent letters sent to all taxing bodies, representatives, etc. concerning TIF meeting on 3/17/96. A poster has been devised and one posted at the library. Others can be posted through out town. Huck reported on the political developments concerning TIF districts. Murray passed out the format that will be used at the meeting.

### COMMUNICATIONS

1. Huck - Letter from Montgomery Engineering.
2. Madison - City of Troy - Certificate of Occupancy.

LCLS REPORT - Merz reported on the Internet situation.

### UNFINISHED BUSINESS

1. Donor plaque - Waiting for report on the "in-kind" plaque. Madison to work on this for next meeting.
2. Framing of artwork - Madison to complete by next meeting.
3. Window grids - On hold.
4. Concrete pads for book return & dumpster - On hold.
5. Carpet installation in Historical Room - Completed. Huck reported Super Value may be donating a 386 PC for the Historical Room to be used to search for material.
6. Rental house.
  - a. Rent report - Rent on time. Huck looking into refinancing the mortgage.
  - b. Bathroom floor replacement. - Completed. (See financial section.)

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- c. Kitchen ceiling fan problems. No Board action necessary at present.
- d. Tree limb fell on Walker's vehicle. Tree is on Baglin's property line. Needs trimming, if healthy. Huck to get bids.
- 7. Policy manual review. Cassot to re-do community room rules. Madison to take manuals and compile. These to be presented at next month's meeting.
- 8. Annual appreciation dinner. Cassot confirmed "Mother's" as caterer. Menu choices presented and made. Date will be April 25, 1996, at 6:30 p.m.
- 9. Surplus property - privacy fencing. We need a variance from City to allow us not to put up fencing between property. Murray and Noonan to handle.
- 10. Phones for kitchen and Historical/Genealogy Room. Walker reported that CTS charge will be \$205.00 for each phone. Agreed to get two phones. Friends will pay for the phone for kitchen; Historical/Genealogy fund will pay for the phone for this room.
- 11. Internet report. - Walker reported that several libraries are checking into a private source. Walker will monitor results.

NEW BUSINESS

- 1. Personnel manual review. Walker to review and bring back to next meeting.

CLOSED SESSION - A motion was made by Noonan, seconded by Huck, to enter into closed session to discuss the employment or dismissal of an employee with Walker to be in attendance.. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Murray, Merz - (7).

CLOSED SESSION BEGAN at 9:24 p.m.

CLOSED SESSION ENDED at 9:50 p.m.

RETURN TO OPEN SESSION at 9:51 p.m.

A motion was made by Noonan, seconded by Abell, that a \$.25 per hour raise to be held for 30 or 45 days, at Library Director's discretion, and to be retroactive to March 1, 1996, if awarded to Little. Motion passed. Ayes - Abell, Cassot, Huck, Madison, Murray, Noonan, Merz - (7).

PUBLIC INPUT - None

ANNOUNCEMENTS - Open house for Arlene at Times-Tribune on 3-6 p.m. on Saturday.

MEETING ADJOURNED at 9:55 p.m.

  
Judy Madison, Secretary