

TRI-TOWNSHIP PUBLIC LIBRARY MEETING
MAY 7, 1996
MINUTES OF BOARD MEETING

REGULAR MEETING called to order at 7:03 p.m.

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

OTHERS PRESENT - Ernst, Van Hoose.

MINUTES - A motion was made by Huck, seconded by Murray, to approve the minutes of the 4/2/96 board meeting. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Merz - (5). Absent - Abell, Noonan (2).

BILL LIST - (See copy).

A motion was made by Cassot, seconded by Murray, to approve the bill list as presented. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Merz - (5). Absent - Abell, Noonan (2).

LIBRARIAN'S REPORT - (See copy).

Walker arrived at 7:15 p.m. and presented her report. Board agreed not to proceed with soda machine. Fishing rods and reels from Forty Club of Troy put on hold because of liability and staffing. Laidlaw recycling to proceed. We now have access for reciprocal borrowing with St. Louis County Library. St. Louis City and St. Charles will be available to us soon. Doug Little has obtained a donation of networking cards and is working on computers. Also has a home page for library on worldwide web.

Noonan arrived at 7:25 p.m.

OVERDUE REPORT - ~~(See copy)~~. *none provided Jm.*

COMMITTEE REPORTS

1. Friends - Completion of lower level
 1. Tables and chairs report - Tables and chairs are all in and paid for. Drop leaf table for kitchen in progress. All else is done.
 2. TIF Report - No further action.

Thanks to Cassot for her work on the Appreciation Dinner.

COMMUNICATIONS

1. Huck - Received phone call from Oregon wanting information regarding Troy residents circa 1850.

LCLS REPORT - Merz showed a copy of the tag that Cassot had made for candy and reported on the homemade candy she & J. Little made and packaged which was taken to Springfield to State officials.

UNFINISHED BUSINESS

1. Donor plaque report - Huck made report. Plaques are ordered and should be here in a couple of weeks. Motion made by Noonan, seconded by Cassot, to use screws on plaques (but not rosettes). Motion passed. Ayes - Cassot, Madison, Murray, Noonan, Merz - (5). Nay - Huck (1). Absent - Abell (1).
2. Framing of artwork - Frame not in but will be coming soon according to A&R.
3. Window grids - F. Madison and D. Baglin have found brackets and will schedule work soon.
4. Concrete pads for book return & dumpster - We still need volunteer help for project.
5. Rental House
 - a. Tree bid. Not removed or trimmed due to bad weather.
 - b. Fencing. T. Solberg used fencing and remainder was taken by K. Fallis. Motion made by Noonan, seconded by Madison, that excess fencing is surplus and can be removed by K. Fallis. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6).
 - c. Guttering. Cleaned.
 - d. Ceiling fan - Huck reported that she received rain check; cost will be \$30.00 or less.
6. Policy manual - Motion made by Noonan, seconded by Madison, to approve the policy manual and the lower level rental policy with the inclusion of the phrase "fourteen days prior to the meeting day requested or at the discretion of the Library Director. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Absent - Abell (1).
7. Personnel manual review - Walker. In progress.
8. AT&T wiring charge - AT&T removed \$276.00 charge.
9. Annual Review - Five Year Plan. Pulled out of policy manual. Committee waiting on material which has now arrived. Committee meeting will be scheduled.
10. Establish budget calendar - Revision per Eastman. Sent to Eastman for correction, no date changes. Calendar has been posted. No further action necessary.
11. Finance Committee Report. Saltich letter notifying us of amount of money available to us will not be available until June, 1996. Motion made by Madison, seconded by Murray, to authorize D. Roady to contact IPTIP and the Bank of Edwardsville to update our reports for the board meetings and to give him security codes. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Absent - Abell (1)..
12. Local telephone carrier - Huck. Tabled until further information available.
13. Hire Houseman Heating & Cooling for yearly service. Seek new bids.
14. Mailbox pickup. Noonan will handle.

NEW BUSINESS

1. Genealogy Program - Merz. State President of SAR approached Merz for two-hour, two session program to be conducted at library. Walker to set up as adult program..
2. Time & Place Meeting Ordinance - Draft - Regular ordinance setting up dates of regular meetings beginning with July meeting. Draft presented by Madison. To be voted on next month.
3. Prevailing Wage Rate - Draft. Draft of ordinance presented tonight and will be voted on at next meeting.
4. Move thermostat at the magazine rack - Huck. - Tabled.

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5. Scott AFB Government Surplus - Huck. Preview for governmental entities on 5/14/96. Huck has authorization to spend money donated for Genealogy Room. No board action required.
6. LSCA Grant for Genealogy Room - Huck. - Huck made report. Will apply for grant when available.
7. Commission Auditor. Motion made by Cassot, seconded by Noonan, to commission Myron Thompson as auditor. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Absent - Abell (1).
8. Building Insurance Bids - Huck. A. Augustine wishes to present bid on building insurance.
9. Maintenance Service Contracts. (1) Elevator maintenance contract - go out for bids. Approve on-call arrangement with Long Elevator until bids can be reviewed.
(2) Telephone system maintenance contract. Motion made by Noonan, seconded by Madison, to sign yearly maintenance contract with CTS at an annual fee of \$330.60 with 5% discount. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Absent - Abell (1).

Motion was made by Murray, seconded by Cassot, to go into closed session to discuss the employment or dismissal of an employee with Walker to be in attendance.. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Absent - Abell (1).

OPEN SESSION ENDED AT 8:58 p.m.

CLOSED SESSION BEGAN at 8:59 p.m.

CLOSED SESSION ENDED at 9:10 p.m.

RETURN TO OPEN SESSION at 9:12 p.m.

A motion was made by Murray, seconded by Cassot, to retain O'Keeffe as permanent employee with a \$.25 per hour raise, effective May 1, 1996.. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Absent - Abell (1).

PUBLIC INPUT - None

ANNOUNCEMENTS - None.

MEETING ADJOURNED at 9:13 p.m.


Judy Madison, Secretary