

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT  
OCTOBER 5<sup>th</sup>, 1995  
MINUTES OF BOARD MEETING

PUBLIC MEETING called to order at 7:00 p.m. in the computer room of the Library.

ROLL CALL - Present were Cassot, Huck, Madison, Merz, (4). Absent - Murray, Noonan (2). Vacancy - One (1).

OTHERS PRESENT - Lenhoff, Van Hoose, Walker.

PUBLIC MEETING ended at 7:15 p.m.

No discussion was called for.

Meeting adjourned at 7:15 p.m.

Lenhoff left at 7:15 p.m.



Judy Madison, Secretary

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT  
OCTOBER 3, 1995  
MINUTES OF BOARD MEETING

REGULAR MEETING called to order at 7:20 p.m.

ROLL CALL - Present were Cassot, Huck, Madison, Merz, (4). Absent - Murray, Noonan (2). Vacancy - (1).

OTHERS PRESENT - Van Hoose, Walker.

MINUTES - A motion was made by Cassot, seconded by Madison, to approve the minutes of the 9/5/95 board meeting. Motion passed. Ayes - Cassot, Huck, Madison, Merz (4). Absent - Murray, Noonan - (2). Vacancy - One (1).

BILL LIST - (see copy).

1. Revised punch list: front door closure, stainless steel serving counter in basement, reduce air supply to vestibule, elevator key (null & void).

Noonan arrived at 7:28 p.m.

2. Approval of pay request. Motion made by Noonan, seconded by Cassot, to approve payment to K&S and Ittner upon completion of punch list, receipt of lien waivers, and Mr. Eastman's review. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Merz - (5). Absent - Murray (1). Vacancy (1).

Motion made by Noonan, seconded by Madison, to approve payment of the bill list. Motion passed. Ayes - Cassot, Huck, Madison, Noonan - (5). Absent - Murray (1). Vacancy - (1).

3. Huck reported that she has signed paperwork at bank. Madison and Merz have to sign papers and surety bond with Jim Lyon Insurance.

LIBRARIAN'S REPORT - (See copy).

Motion made by Cassot, seconded by Noonan, to purchase signs for library stack area. Motion passed. Ayes - Cassot, Madison, Noonan, Merz - (4). No - Huck - (1). Absent - Murray (1). Vacancy - (1).

Motion made by Cassot, seconded by Madison, to authorize expense for Walker to attend FallAll on October 13, 1995. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Merz - (5). Absent - Murray (1). Vacancy - (1).

Motion made by Noonan, seconded by Madison, to give Walker authorization to close library to public at her discretion on November 6 & 7, 1995. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Merz - (5). Absent - Murray (1). Vacancy - (1).

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Motion made by Noonan, seconded by Madison, to authorize purchase of two (2) additional computers (in addition to the free one offered by the State of Illinois), price not to exceed \$1500.00 each. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Merz - (5). Absent - Murray (1). Vacancy - (1).

Motion made by Noonan, seconded by Cassot, to enter into closed session at 8:08 p.m. for employee personnel evaluation with Walker in attendance.

Motion made by Cassot, seconded by Noonan, to approve the two-month evaluations for Walker (with modifications) & Solberg. Personnel evaluations approved for Van Hoose and Summer, each to receive \$.25 an hour raise, effective 11/1/95. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Merz - (5). Absent - Murray (1). Vacancy - (1).

Motion made by Noonan, seconded by Cassot, to interview two people on Wednesday, October 11, 1995, at 11 a.m. and, if applicants are rejected, to authorize the placement of ads in other papers for additional applicants. Motion passed. Ayes - Cassot, Huck, Madison, Noonan, Merz - (5). Absent - Murray (1). Vacancy - (1).

Murray arrived at 8:35 p.m.

OVERDUE REPORT - (See copy) - Walker to obtain additional information from collection agency.

#### COMMITTEE REPORTS

1. Levy ordinances have been completed, according to Madison.

Levy Ordinance #95/96-7 Motion made by Cassot, seconded by Noonan, to approve and accept. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Vacancy - (1).

Levy Ordinance #95/96-8 Motion made by Cassot, seconded by Murray, to approve and accept. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Vacancy - (1).

Levy Ordinance #95/96-9 Motion made by Cassot, seconded by Noonan, to approve and accept. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Vacancy - (1).

Levy Ordinance #95/96-10 Motion made by Cassot, seconded by Murray, to approve and accept. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Vacancy - (1).

Levy Ordinance #95/96-11 Motion made by Cassot, seconded by Noonan, to approve and accept. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Vacancy - (1).

Levy Ordinance #95/96-12 Motion made by Cassot, seconded by Murray, to approve and accept. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Vacancy - (1).

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Friends. Completion of lower level.

- a. Floor tile is here. Has been paid for. No one to install yet.
- b. Light fixtures - F. Madison installed six in genealogy room. Have not been ordered for rest of basement.
- c. Plumbing - Has been purchased. Neal Plumbing looked at installation areas.
- d. Ceiling tile - On order. F. Madison will install.
- e. Kitchen cabinets - Delivered and are being installed.

COMMUNICATIONS - None

LCLS REPORT - Invitation for after hours October 10, 5-7 p.m., business people to Lewis & Clark Library System. Discussion of P.C.'s for new digital system.

UNFINISHED BUSINESS

1. Policy and Procedure Manual.
  - a. Acceptance of donations for exhibits. Sample from Washington University to be reviewed.
  - b. "Black list" policy. Motion made by Noonan, seconded by Cassot, to give Library Director the discretion to limit number of check-outs to patrons who are consistently delinquent. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Vacancy - (1).
  - c. Recognition of "in-kind" donations. Tabled until next meeting.
2. Donor plaque report. New bill is \$1700 instead of \$2200. In-kind donations to be on separate plaque.
3. Framing of artwork. Single mat has been ordered. Frame to match donor board. \$46.00 cost, additional for glass, additional price for stain.
4. Review by-laws & select vice-president. Murray made motion, seconded by Cassot, to nominate Noonan for Vice-President. Close nominations. Ayes - Cassot, Huck, Madison, Murray, Merz - (5). Noonan - Abstain. Vacancy - (1).  
Discussion held. Recommended revisions to be brought to next board meeting.
5. Taxidermist report. Tabled until next meeting.
6. Maintenance contract - Htg & A/C. Motion made by Noonan, seconded by Cassot, to give Housman contract for \$1110.00 to be performed in October, February, and June. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Vacancy - (1).
7. Painting - Need volunteers.
8. Painting parking lot curbs - Additional gallon purchased - Solberg to paint.

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9. Privacy fence/air conditioner units. Noonan to pick up fence with F. Madison at 4 p.m. on 10/12/95. Motion made by Cassot, seconded by Noonan, to approve installation. Cost not to exceed \$1,000. Motion passed. Ayes - Cassot, Huck, Madison, Murray, Noonan, Merz - (6). Vacancy - (1).

10. Carpet cleaning report - Carpet cleaned for \$135.00, to be reimbursed from K&S.

11. Board vacancy. Invite Diana Shreve, 216 E. Market, to next meeting and encourage others to write letter of intent.

12. Snow removal bids. Contact bidders to explain bids. Tabled until next meeting.

13. Lights on flag. Noonan will have lights changed.

14. Auction report - newspaper racks. Racks were obtained at a price of \$10.00 each.

15. Window grids. D. Baglin can install.

16. Landscaping. Scouts will dig holes and the nursery will plant. AAL to pay for plants.

17. Door frames and doors. Order doors that are necessary, (approximately 5). Check with John (Maryville) for staining and Bourland for hanging.

NEW BUSINESS

1. Rental house - sewer line. Plumber came out. No problem now.

2. TIF District report. - Murray reported city is making progress.

3. Octoberfest & Chamber use of parking lot. Request copy of Chamber's insurance policy for our files.

4. Concrete pads for book return & dumpster. Madison will try to get framing in before landscaping is done.

5. Venetian blinds & pictures - D. Baglin to hang.

6. Sam's card. Renewed.

PUBLIC INPUT - None

ANNOUNCEMENTS - None

MEETING ADJOURNED at 10:20 p.m.



Judy Madison, Secretary