

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
SEPTEMBER 5, 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, Murray, Noonan (6). Vacancy - One (1).

OTHERS PRESENT - M. Grapperhaus & M. Huck (Times-Tribune), C. Schoene (Collinsville Herald), Van Hoose, Walker.

Madison left at 7:12 p.m.

PUBLIC MEETING ended at 7:15 p.m.

Motion made by Noonan, seconded by Murray to close the public meeting. Motion passed. Ayes - Cassot, Huck, Merz, Murray, Noonan (5). Absent - Madison (1). Vacancy - (1).

Noonan and M. Huck left at 7:15 p.m.

Judy Madison, Secretary

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
SEPTEMBER 5, 1995
MINUTES OF BOARD MEETING

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

ROLL CALL - Present were Cassot, Huck, Madison, Merz, Murray. (5).
Absent - Noonan (1). Vacancy - (1).

OTHERS PRESENT - Van Hoose, Walker, Grapperhaus, and Schoene.

MINUTES - A motion was made by Huck, seconded by Murray, to approve the minutes of the 8/1/95 board meeting. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

Motion made by Cassot, seconded by Murray, to approve the minutes of the 8/7/95. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

Madison read the minutes of the special board meeting, dated 8/24/95. Motion made by Murray, seconded by Madison, to accept the minutes of the 8/24/95 special board meeting, as amended to show approval to obtain and install a telephone in the elevator. Motion passed. Ayes - Cassot, Madison, Merz, Murray - (4). Abstain - Huck (1). Absent - Noonan (1). Vacancy - (1).

BILL LIST - (see copy).

1. No request for payment from K&S at this time.
2. Financial audit does not go to State, but will go to System.

3. Motion made by Cassot, seconded by Murray, to approve an additional \$1,804.00 for extra charges on parking lot. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

4. Motion made by Cassot to elect Merz as President of the Board. Motion passed. Ayes - Cassot, Huck, Madison, Murray - (4). Abstain - Merz (1). Absent - Noonan (1). Vacancy - (1).

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

M. Grapperhaus and Schoene left at 7:45 p.m.

LIBRARIAN'S REPORT - (See copy).

Motion made by Murray, seconded by Cassot, to advertise for circulation desk clerk for 16-20 hours a week and to encourage regular volunteers. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

OVERDUE REPORT - (See copy)

COMMITTEE REPORTS

1. Friends. Quilters are busy.

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A. Super Valu tapes start today. Friends will participate in Octoberfest, but no book sale.

B. Neal to look at plumbing; cabinets arrived & work has started on installation. Peverly to arrange work crew for tile.

C. Tree Trimmers will be on the second Saturday in November (need donated crafts). Breakfast with Santa still a possibility if basement is done.

2. Finance.

a. Appropriation Ordinances. Motion made by Cassot, seconded by Murray, to approve Appropriation Ordinance 95/96-1 (General Funds Ordinance). Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

Motion made by Cassot, seconded by Murray, to approve Appropriation Ordinance 95/96-2 (Audit). Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

Motion made by Murray, seconded by Cassot, to approve Appropriation Ordinance 95/96-3 (General Liability Insurance). Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

Motion made by Murray, seconded by Cassot, to approve Appropriation Ordinance 95/96-4 (Social Security Ordinance). Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

Motion made by Murray, seconded by Cassot, to approve Appropriation Ordinance 95/96-6 (Working Cash Fund). Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

Meeting moved to Main Room of Library at 8:00 p.m.

b. Levy Ordinances. Review of Levy Ordinances.

COMMUNICATIONS

1. Letter from Eastman giving approval to pay K&S.
2. Progress report concerning building permit #9488-B from city.
3. State Farm letter concerning roof collapse.
4. Letter from Madison County concerning end of JTPA program.

LCLS REPORT - Renovations continuing at Lewis & Clark Library System building.

UNFINISHED BUSINESS

1. Policy and Procedure Manual.

a. Motion made by Madison, seconded by Cassot, that the application for use of the meeting room be approved as amended. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

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Motion made by Madison, seconded by Cassot, that the Historical/Genealogy room policy be approved as submitted. Motion passed. Ayes - Cassot, Madison, Merz, Murray - (4). Nays - Huck (1). Absent - Noonan (1). Vacancy - (1).

b. Acceptance of donations for exhibits tabled.

c. Motion made by Cassot, seconded by Murray, to accept sexual harassment policy as submitted. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

d. "Black list" policy. Add statement to policy manual that the Library Director has the discretion to limit number of items available for check-out to problem patrons.

e. "In-kind" donations tabled.

f. Money still available for updating donor plaque.

2. Framing of artwork. Motion made by Huck, seconded by Murray, to authorize up to \$75.00 for framing crochet filet artwork. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

3. Triangle Electric. Discussed on bill list.

4. Mailing list report. Update tabled until post office completes inspection which may change routes.

5. By-laws distributed to Board Members and will be discussed in depth at October meeting.

6. Taxidermist donation - tabled until October meeting.

7. PAC terminal. Motion made by Cassot, seconded by Murray, to authorize proceeding with hookup of PAC terminal, additional Lewis & Clark charge of \$170.00 per month. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

8. Maintenance contract - Heating & Air/Conditioning - tabled.

9. Landscaping - Lutheran AL has \$500.00 to spend on landscaping and a possible additional donation of \$150.00. No definite date for work to be done.

10. Parking lot curbs - Motion made by Cassot, seconded by Murray, to authorize Huck to buy parking lot paint for curbs. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

11. Air conditioner fences - Motion made by Madison, seconded by Murray, that the bid from Linn Fence for \$1,000.00 be accepted. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

12. Carpet cleaning - K&S to pay \$135.00 for spot cleaning. Deep vacuuming to cost additional \$135.00. Motion made by Huck that we deep vacuum the carpet. No second.

NEW BUSINESS

1. Board vacancy. Article to be placed in paper requesting letter of intent to serve without pay. Position to be filled by appointment.

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2. Motion made by Madison, seconded by Cassot, that the Troy Historical Society be instructed to find a different meeting place until lower level is available. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

3. Snow removal bids. Walker to obtain bids, including sidewalks.

4. Rental house. Air conditioner checked and filter replaced. Refrigerator may need to be replaced.

5. Bethel Baptist Church - Upper floor not available.

6. Lights on flag - Cassot has name of volunteer. Walker to contact volunteer.

7. Auction - Fairview Heights - Huck reported that newspaper racks could be obtained at auction. Motion made by Cassot, seconded by Murray, to authorize up to \$25.00 per each for newspaper display racks. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray - (5). Absent - Noonan (1). Vacancy - (1).

8. Burglar alarm - No interest.

9. Public access computer - Walker to pursue use of current equipment and bring projected cost to next meeting.

NEW BUILDING UPDATE


1. Contractor's meeting of 8/8/95. Report submitted. (See copy.)

2. Punchlist update - Many items have been completed.

PUBLIC INPUT - None

ANNOUNCEMENTS - None

MEETING ADJOURNED at 10:28 p.m.


Judy Madison, Secretary