

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT  
JUNE 3, 1997  
MINUTES OF BOARD MEETING

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

ROLL CALL - Present were Clark, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Abell (1).

OTHERS PRESENT - B. Noonan, Sulc, Van Hoose.

A motion was made by Merz, seconded by Clark, to approve the minutes of the 5/6/97 board meeting. Motion passed. Ayes - Clark, Huck, Madison, Merz, Murray, Noonan - (6). Absent - Abell (1).

Abell arrived at 7:06 p.m.

BILL LIST - (See copy).

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

1. Report of donations received.

Art & Clara Knapp	\$ 10.00
Women's Club	125.00
Bernice Arth	25.00

A motion was made by Abell, seconded by Clark, that we adopt a resolution that henceforth there will be two signatures on any check which is drafted on the Library accounts and the individuals who shall be allowed to sign will be the President of the Library Board, Treasurer of the Library Board, and the Library Director. Motion passed. Ayes - Abell, Clark, Huck, Madison, Merz, Murray, Noonan - (7).

A motion was made by Madison, seconded by Clark, that the bonding for the Library Director be increased in accordance with the financial responsibilities given to her. Motion passed. Ayes - Abell, Clark, Huck, Madison, Merz, Murray, Noonan - (7).

LIBRARIAN'S REPORT AND REQUEST - (See copy).

1. Hiring circulation clerk. - Motion made by Madison, seconded by Merz, to hire Katie Layman as circulation clerk beginning July 1, 1997 for up to 30 hours a week, at the current minimum wage of \$4.75. Motion passed. Ayes - Abell, Clark, Madison, Merz, Murray - (6). Nays - Huck (1).

2. Floor plan (See copy) - Motion made by Abell, seconded by Merz, to approve the floor plan which has been submitted and that the Library Director take action at her discretion. Motion passed. Ayes - Abell, Clark, Huck, Madison, Merz, Murray, Noonan - (7).

3. Personnel manual - Revision. Motion made by Madison, seconded by Clark, that the phrase "Other duties as assigned", which was omitted at a previous revision, be added to all job descriptions. Motion passed. Ayes - Abell, Clark, Huck, Madison, Merz, Murray, Noonan - (7).

OVERDUE REPORT - (See copy)

COMMITTEE REPORTS

1. Friends - Quilting and book sales are ongoing. Madison has volunteered to take over responsibility for the book sales if Gulley has to relocate. Gulley may have another person lined up who is interested in helping. Madison is planning to implement a week night book sale, if feasible.

2. TIF - Murray has been appointed as chairperson of the TIF committee. She reports that the TIF proposal appears to be similar to the previous one but with a smaller geography and controlled by the City of Troy, not the developer. Murray also reported that the meeting she attended earlier in the day was a good meeting and well attended by the involved parties.

COMMUNICATIONS

1. Thank you card from Merz family.

LCLS REPORT - Merz

LCLS has requested \$60,000.00 from Live & Learn money which will be used to purchase networking hardware that will assist all the libraries.

UNFINISHED BUSINESS

1. Concrete pads for book return & dumpster - report - Concrete was poured and finished by the adult volunteers and Scouts from Troop 91 on Saturday, May 31, 1997.

2. Rental House

a. Rent. Up to date.

b. Sewer report. - Driveway rock  
- Bill to City

Huck provided information concerning the sewer problems at rental house. The problem was caused by the house never having been fully connected to City sewer system. The drive way needs additional rock brought in since repairs were completed. Motion made by Murray, seconded by Clark, to buy driveway rock and to bill the city for the sewer bill. Motion passed. Ayes - Abell, Clark, Huck, Madison, Merz, Murray, Noonan - (7).

3. Historical/Genealogy room development - Huck.

a. 486 Computer w/CD Rom - on hold for money.

b. Policy discussion. Motion made by Abell, seconded by Madison, that we adopt the recommendations made by Noonan (See copy) with regard to bringing the Historical/Genealogy materials, including the microfilm, upstairs in order to insure better public access during regular Library hours. The Historical Society's proprietary interest in same is to be guarded, and if they are not satisfied with the way those materials are handled by the Library that they have the right to take those materials and put them elsewhere. Motion passed. Ayes - Abell, Clark, Madison, Merz, Murray, Noonan - (6). Nays - Huck (1).

Huck requested the return of two books which she had donated: Maxi Atlas - Germany and Researching in Salt Lake City.

Sulc left at 8:20 p.m.

4. IMRF for employees - report. Paperwork has been sent in for cost study analysis. Will start on August 1 if it is adopted. Waiting for figures.

5. Time and Place Ordinance - vote. Motion made by Clark, seconded by Murray, to approve the Time and Place Ordinance as presented. Motion passed. Ayes - Abell, Clark, Huck, Madison, Merz, Murray, Noonan - (7).

6. Prevailing Wage Rate Ordinance - vote. Motion made by Madison, seconded by Abell, to approve the Prevailing Wage Rate Ordinance pending the updated figures from the County. Motion passed. Ayes - Abell, Clark, Huck, Madison, Merz, Murray, Noonan - (7).

7. Budget Calendar - vote. Motion made by Merz, seconded by Murray, to accept the Budget Calendar as circulated. Motion passed. Ayes - Abell, Clark, Huck, Madison, Merz, Murray, Noonan - (7).

8. Budget Committee - report. Date will be set when Walker returns.

9. Check fire extinguishers - tabled until July.

10. Audit - Scheduled for end of fiscal year.

#### NEW BUSINESS

1. Encumber unspent funds. Not needed since we are in to working cash.

2. Air Conditioner & Furnace Problems. Huck provided details concerning air conditioner problems. It was agreed that rebate should be sought.

3. Name Plates - Motion made by Merz, seconded by Madison, to purchase name badges and make addition to Personnel Manual that each employee will be expected to wear the tags. Walker is responsible for implementing. The proposed addition to the Personnel Manual will be presented at the next Board meeting. Motion passed. Ayes - Abell, Clark, Huck, Madison, Merz, Murray, Noonan - (7). Suggestion for prices: Cards, Etc. - Owner: Jeri Tillmann.

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4. Suggestion Box - It was agreed that the suggestion box on display at Super Valu would be appropriate. Huck will check with them for name of supplier. No board action necessary.

5. Bicycle Rack - Walker is directed to obtain prices since this is a safety issue.

6. In-Kind and Donor Plaques - Huck stated that plaques have been ordered and should be ready within the month. Price should fall within the \$400.00 already approved.

PUBLIC INPUT

ANNOUNCEMENTS - None

CLOSED SESSION entered at 8:45 p.m.

CLOSED SESSION ENDED at 8:54 p.m.

RETURN TO OPEN SESSION at 8:55 p.m.

A motion was made by Murray, seconded by Clark, to set up a grievance committee to hear employee grievance. Motion passed. Ayes - Abell, Clark, Huck, Madison, Merz, Murray, Noonan - (7).

MEETING ADJOURNED at 8:58 p.m.

  
John Abell, Secretary