

**TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT**  
**JUNE 1, 1999**  
**MINUTES OF BOARD MEETING**

REGULAR MEETING: called to order at 7:00 P.M., Hampsten presiding.

ROLL CALL: Present Abell, Dothager, Hampsten, Harley, Huck, Little, Merz

OTHERS PRESENT: Bernard (Times Tribune), Walker

MINUTES : (see copies).

Motion was made by Harley, seconded by Huck to approve minutes of 5/4/99 as presented. Motion passed. Ayes- Abell, Dothager, Hampsten, Harley, Huck, Little, Merz seven (7). Motion was made by Huck, seconded by Harley, to approve minutes of 5/26/99 as presented.

Motion passed. Ayes- Dothager, Hampsten, Harley, Huck, Little, Merz- six (6) Abstain - one, Abell.

BILL LIST: (see copy).

Huck reported that Illinois Power bill and city bill not in yet so a guess was taken about amount due. The Presidents bond is due. State Farm Insurance is due. The Friends gave us a bill for a quilting class ad, and we still owe for the carpet cleaning. Bills were submitted for True Value, Dutch Hollow, Office Max and Sam's. Total bills for the month totaled \$17, 155.03. Harley reported that the last month she was treasurer she had to transfer \$10, 000 from working cash to cover the payroll. A discussion occurred between Harley & Huck as to whether another \$10,000 would have to be transferred for next month's payroll, with Harley answering yes. Motion passed. Abell made a motion to accept the bill list as presented, Little seconded it. Ayes- Abell, Dothager, Hampsten, Harley, Huck, Little, Merz. Seven (7).

Huck asked for \$20,000 to be transferred from working cash to the general checking account to cover bills. Abell made a motion to transfer \$20,000 to pay bills, seconded by Harley. Motion Passed Ayes-Abell, Dothager, Hampsten, Harley, Huck, Little, Merz. Seven (7).

DONATIONS: Harley reported that we received a watercolor painting by an anonymous patron, which is hanging over copier in main room of Library. Harley sent a thank you note to her.

Huck inquired of Walker whether we encumber unspent funds for per capita? Walker replied that per capita is all spent.

Discussion took place about why Fred (from the system) was here. Walker stated that he had to come and install a Lan box, because the computer room is not wired with category 5 wire. The box will allow us to use one central printer (in office area) for all four computers in the computer room.

Little is to send names of the Trustees to Colleen at the County Clerk's office.

LIBRARIAN'S REPORT AND REQUEST: Circulation figures for May were not available. Circulation for April 1999 was 7,478 compared to 6,893 for April of 1998, an increase of 585 items. Patron cards processed for the month were 54. Total items processed for the month were 200? (includes videos, audios and magazines.

Programming Report : Preparations have been made for the Summer Reading Program which kicks off June 10<sup>th</sup>. This year's theme is Time Trek Readers. Several special programs have been scheduled. Tuesday June 15<sup>th</sup> will be the first Story Hour and June 17<sup>th</sup> the children will have the treat of meeting Mrs. Lincoln. Madison Co. Historical Society, Cahokia Mounds people, Paul Jarvis, and the State Police K-9 Corps are all coming to do programs. There will also be an ice cream social.

Walker reported that Joe is back working at the library. His job did not pan out. Reva Van Hoose has resigned and taken a job with Lewis & Clark College. Walker wants to move Sumner into cataloger position, but there is enough material accessioned that we do not have to rush to fill the cataloger position. Everyone on the Board wished Reva well at her new job. Huck asked whether we needed to authorize more hours because of the Summer Reading program and being short one employee. Sagovac now works 15 hours a week, Putz works 30 hours a week and Sumner works 30 hours a week. It was suggested that Karen inquire whether Sagovac wants to increase her hours. It was also suggested that Randy might want to work more hours since he is graduating. Little suggested that before we hire a cataloger we put some sort of quota on the job description. Abell agreed that there should be some parameters. Walker said that the cataloger could not catalog 8 hours a day. Little indicated that we, in the past have not even come close to the slowest library in the system getting books cataloged. Merz said so what, to which Little replied that we are spending a lot of money on the cataloger's salary and we have to answer to the taxpayers. Little felt we are not getting our moneys worth for the tax- payer. Little indicated that we need to put some type of quota before a cataloger is hired to be fair to the new employee as well as the taxpayer.

Overdue Report : Walker had six (6) books to go after and was able to pick up four (4). Two (2) still have outstanding material and she will send out bills tomorrow. Walker traveled 12 miles this month.

Merz indicated that we need to bring a patron's (Saloka) book to a board meeting. Patron had to pay for book and was unhappy. Walker indicated that patron got her money back.

COMMITTEE REPORT: Friends of the Library will have a book sale Friday. Friends will help if necessary with the Circus.

Merz wanted to know who was now going to be our representative to the TIF advisory?

COMMUNICATIONS: Little received a letter from Illinois Dept. of Labor indicating prevailing wage rates. Little also received a letter from Eastman indicating that our proposed 1998-200 Budget Calendar appears to be in order. It was discussed whether or not we had to publish the budget calendar or just post it in the library. Harley received a letter from IMRF about activated reservist. Last month Harley sent for an investment sample for the state of Illinois. The have to have a new law written investment policy by January 1, 2000. Huck received a letter from Weber Fire & Safety stating our fire extinguishers needed to be tested after July 1, 1999. Huck indicated that we got a refund on the rental house insurance totaling \$213.18, which will be placed in the building fund. Abell received a packet of marketing materials from the Circus. Hampsten stood in for Abell at Park Board meeting and got approval for Aug 10, 1999. We need to tell them what papers we want to put ads in. We need to set deadline earlier this year.

LCLS REPORT Merz reported on her LCLS trip to Washington D.C. Bob Doyle the Illinois Director was very affable. He helped them get to their correct destination. Merz accomplished her goal there and represented our library and LCLS well.

UNFINISHED BUSINESS :

This year the audit will cost \$3,900 an increase of \$300 over last years cost of \$3,600. Harley made a motion to accept the bid, and Abell seconded it. Motion Passed: Ayes- Abell, Dothager, Hampsten, Harley, Huck, Little, Merz seven (7).

A discussion was held about whether or not to change the meeting day. A motion was made by Abell to keep it the 1<sup>st</sup> Tuesday of the month. The motion was seconded by Little. Motion passed Ayes- Abell, Dothager, Hampsten, Harley, Huck, Little, Merz. Seven (7).

Budget Committee: The Budget Public Hearing has to be published on 7/15/99 stating that the Budget Public Hearing will be held on September 7, 1999 at 7:00 P.M.

NEW BUSINESS:

Hail damage to the Library was discussed. Harley received a report on the damage to the roof by hail. She indicated that there was some damage to the vent, and other damage. The insurance issued a check for \$37.16 as we carry \$1,000 deductible. Abell said what if something was weakened by the damage to the roof and we did not do the work we could possibly lose our insurance coverage. Abell said that we were committed to fix the roof. A vote was not taken.

Hampsten gave dates for the Circus. He indicated that someone needs to be there at setup and takedown. Tim Greenfield (Park Board) said all is o.k. Tickets will be: adult \$6.00 (2 free kids) advanced sale, \$8.00 day of show.

Prevailing wage rate was discussed. Abell made a motion to accept the prevailing wage rate, seconded by Harley. Motion Passed: Ayes- Abell, Dothager, Hampsten, Harley, Huck, Little, Merz. Seven (7).

A Personnel & Policy Manual committee to review/revise the manuals was created consisting of , Abell, Dothager, Little, with the assistance of Walker (Director). They will review and/or revise the manuals and present them to the full board for a vote.

A Budget committee was formed with three Board Members, Hampsten, Harley, & Huck, with the assistance of Walker (Director). The committee will form a tentative budget to be presented to the full board for a vote.

Hampsten inquired about a door key for himself. Abell to give Hampsten his door key to the library.

The committee to create a patron survey asking what type of services we should be providing gave a preliminary report on or before 7/1/99. Harley will organize survey and give it to Little to type.

It was brought up that we need to update mailing list for the city/country which will cost about \$500. Abell made a motion to update mailing list, Merz seconded. Motion Passed Ayes – Abell, Dothager, Hampsten, Harley, Huck, Little, Merz. Seven (7).

Huck brought up that we need 4 Illinois Library Law books for the new members on the board. Abell made a motion to purchase them, Little seconded it. Motion Passed Ayès-Abell, Dothager, Hampsten, Harley, Huck, Little, Merz. Seven (7).

Public Input Non Agenda Items: None

Announcements: Hampsten will be absent for the next meeting.

Respectfully submitted:  
Judy Little

Secretary