

TRI-TOWNSHIP PUBLIC LIBRARY

July 11, 2000

MINUTES OF BOARD MEETING

REGULAR MEETING: Harley called the meeting to order at 7:04 P.M. Roll Call of those present: Dothager, Hampsten, Harley, Huck, Merz, Little. Absent Abell

Also present were several members of the community. They were Reba Mathis, Joy Upton, Jo Ann Weiler, and Kelley Wilhelm.

PUBLIC INPUT: Home School Teacher Kelly Wilhelm came to ask the Board about our policy for Home School teachers. She feels that we are possibly giving less credence to Home School Teachers. Walker gave her a copy of our policy for teachers (any kind of teachers). Wilhelm lives in St. Jacob and is therefore not eligible to have a card unless she pays the Out of District fee which she felt was fair. She thanked Walker for her help. Wilhelm then presented to Harley letters written by other Home School teachers who had warned Wilhelm not to deal with Putz (circulation clerk), as they felt she was very rude and unresponsive to their questions and comments. Wilhelm in fact said that was the situation she found herself in when she approached the staff for rules and regulations for obtaining a card. Walker thought it was an isolated incident probably taken out of context however several members of the public present said they also had been treated poorly by this staff member. Walker was instructed by Abell to talk to the staff member and make sure it did not happen again.

John Abell arrived at 7:15 P.M. in the middle of the discussion with Wilhelm and the Board members.

READING OF THE MINUTES OF JUNE 2000: The minutes were read and several corrections were. One under Communications, another under Announcements, and the final one under Public Input. Hampsten made a motion to accept the minutes as corrected and Huck seconded the motion. **ROLL CALL VOTE:** Ayes; Abell, Dothager, Hampsten, Harley, Huck, Merz, Little; seven (7), Nays, none (0), Motion Passed.

TREASURERS REPORT: Dothager made a motion to accept the Treasurers Report as read and Little seconded the motion. **ROLL CALL VOTE:** Ayes; Abell, Dothager, Hampsten, Harley, Huck, Merz, Little; seven (7), Nays, none (0), Motion Passed.

LIBRARIANS REPORT:

1. Circulation figures for June 2000 were 7,351 compared to 7,142 of June 1999. This is an increase of 209 items.

2. Patron cards processed for the month totaled 88 (67 new; 17 replacement; 4 out of district).
3. Items processed for the month total 342 (also includes videos, audio's and magazines) (224 books & 118 magazines).

There are no board actions or updates.

PROGRAMMING REPORT: Walker indicated that there were over 2000 children participating in the reading portion of the program this year. Tuesday & Thursday programming has been well received. There were a total of 399 children attending programs this month.

Dothager inquired why we only cataloged 224 books last month. Walker indicated that Sumner is doing her job. Walker stated that there were at least 60 original catalog books a month which take extra time. She explained that it had to be sent to the system and we had to wait for an answer. Sometimes the system stalls our and an answer is not forthcoming. It takes staff about 5 minutes to realize that system has stalled. Huck asked if we were through cataloging the books from the Post Dispatch to which Walker answered no. At some point Walker indicated that we are about ½ done with the Post Dispatch books. Dothager wanted to know if we were short handed in June to which Walker answered no.

OVERDUE: There were 8 overdues this month. Walker was able to collect from 4 patrons. Two patrons will pay for materials if they can not find them. One patron was sent a letter and one patron has moved, leaving no forwarding address. See Overdue report for list on patrons who received Certified letters. Walker traveled 14 miles this month.

Walker stated that she had not ordered nametags yet.

Hampsten mentioned that the Post Dispatch had a very good article about the Tri-Township Public Library and an interview with Walker in the July 3, 2000 newspaper.

COMMITTEE REPORTS:

FRIENDS OF THE LIBRARY: Merz indicated that the Friends had their most successful book sale ever earning about \$220. Merz indicated that when the sale was over the old magazines that have been around for a while were loaded into 2 cars and taken to the paper recycling bin at the Lutheran School, and that the boys at the library had been helpful in helping her unload them.

LCLS: Merz passed around a sing up for the LCLS Annual Meeting which will be held Sunday July 25, 2000, for anyone who wanted to attend and pay the fee being charged. Merz also received 2 nice thank you notes one from Susan Luco and the other a Board member of LCLS thanking the Tri Township Public Library for their hospitality in

providing refreshments for the LCLS meeting which was held at the Tri-Township Public Library.

COMMUNICATIONS:

Harley received an Election application for Employee & Trustees who might be interested in being on the IMRF Board. If anyone is interested they should see Harley.

Walker received 2 letters from the Chamber of Commerce.

1. This letter introduced the new Director of the Chamber of Commerce
2. This letter informed us of the Golf Scramble which will take place soon.

UNFINISHED BUSINESS:

LOGO: The Logo contest is in full swing. It will end on July 31 at which time a new Logo may be chosen. Walker indicated that several people have picked up applications so they can submit their logo ideas.

PLAQUE: Huck indicated that the two plaques we have for the donor board have not been hung up at this time. Walker said her father would do it as soon as Walker finds the screws.

HISTORICAL/GENEALOGY: Little indicated that the Genealogical Society was bared from using the room for a workshop they had scheduled instead of a meeting. Sumner had been told by Walker to lock the room at 6:50 P.M. Little questioned why the group could not stay in the room? Walker said that she and Harley had discussed it and thought it should be closed when the library was closed. After rereading the agreement between the two parties it was decided that there was a verbal agreement which the Society knew nothing about and there was a workshop which Walker knew nothing about. It was decided that there was very poor communication between the groups and it is hoped that said communication will improve greatly. Little indicated that the Society sincerely hopes to hold it's meetings in the Historical/Genealogy room and would like it to remain open until after the meeting. Walker implied that she did not have a problem with that as the Society can let themselves out and lock the door behind them. Walker also indicated that besides the times scheduled on the door any member can come in at any time provided they call and inform Walker of what they are doing. We just need to talk to each other more. Walker would like for Society members to announce when they are going to the room and when they are leaving the room. The Society promised to keep Walker informed and Walker promised to allow the Society entrance to the room when requested by a member, or by appointment.

The AAL () had a hot dog stand at the 4th of July Picnic in the park and donated the proceeds to the Genealogical Society. They received about \$325 and the national organization will match their funds so the Genealogical society should receive about \$650. Carolyn Oakley is the spokesperson for the AAL.

FLAGPOLE: Since we have had such a problem with keeping the Flag lit on the flagpole and even though the 4th of July Committee has allocated funds to repair the problem Hampsten suggested that the library foot the costs and hope to recoup it from the 4th of July Committee. They had allocated funds last fall but have never really given us a check or ordered a serviceman to fix the problem. Huck is to call about the price of getting Illinois Power to install a bright spotlight on one of the poles at Market Street. She feels it would be cheaper in the long run and we will not have to maintain it. Hampsten made a motion to fix the lights somehow, as he and other Board members feel we should have the flag flying (It has been unfurled since the lights on the roof burned out). This job is not to exceed \$600. and we hope to recoup it from the 4th of July Committee. Abell seconded the motion. ROLL CALL VOTE: Ayes; Abell, Dothager, Hampsten, Harley, Huck, Merz, Little; six (7), Nays, none (0), Motion Passed.

PHONE POLICY: See copy. A discussion was held about the phone policy. Dothager wondered if a solution would be to have a phone log at each phone and any time anyone makes an outgoing call they must write the number they called, indicate whether the call is business or personal and sign off. Dothager said this procedure worked very well at the Triad School District. Dothager made the motion to instruct Walker to create a phone log for each phone and instruct the patrons, employees, and board members as to how to use it. It is now required that this log be kept for all long distance, and toll calls made at least for a trial period. Little seconded the motion. ROLL CALL VOTE: Ayes; Abell, Dothager, Hampsten, Harley, Huck, Merz, six (6) yes, no nays, one abstained (1)

Abell made a motion to accept the phone policy with the corrections made, and Huck seconded the motion. ROLL CALL VOTE: Ayes; Abell, Dothager, Hampsten, Harley, Huck, Merz; six (6), Nays, none (0), Abstained; Little, one (1) Motion Passed.

POLICY MANUAL: It was discussed that page 41 of the Policy Manual did not accurately reflect the agreement that the Board has with the Genealogical Society. Little was told to revise page 41 of the Policy Manual to reflect the agreement.

PERSONNEL MANUEL: A committee was formed to review and revise the Policy Manual. Those on the committee are; Merz, Huck, Abell, & Walker.

PREVAILING WAGE RATE & MONTHLY MEETING ORDINANCE: Abell explained that we have no choice in adopting the prevailing wage rate. . ROLL CALL VOTE: Ayes; Abell, Dothager, Hampsten, Harley, Huck, Merz, Little; six (7), Nays, none (0), Motion Passed. Vote on Monthly Meeting Ordinance passed at the May meeting. Little was instructed to get the Prevailing Wage Rate and the Monthly Meeting Ordinance published in the newspaper this week. Walker said she would place pertinent information on the bulletin board tomorrow (July 12, 2000). The publication must indicate that we will have a public meeting at 7 P.M. Sept. 5, 2000 pertaining to the Building and Maintenance Fund. This notice must be published by July 20, 2000. Little to have it published.

Little to put on agenda for August meeting, fund raising ideas, ie. Lunch with Santa, Silent Auction., etc.

Hampsten and Abell chosen to audit the Secretary's book.

Walker will start putting an article in the newspaper critiquing books in lieu of a newsletter. Hopefully it will be a weekly article.

There was a discussion on the Budget for the next fiscal year. Salaries will exceed the budgeted amount to pay them at the current rate. Walker indicated that as soon as summer is over some employees (students) will cut some of their hours and hopefully we will fall within the budget. It was suggested that we could wait and see if the hours diminished after August. If they do not we may have to cut the hours we are open or other action to bring ourselves in compliance with our budget.

Hampsten made the motion to accept the 2000-2001 Budget as corrected, with the above paragraph taken into consideration as a possibility, and Abell seconded the motion.

ROLL CALL VOTE: Ayes; Abell, Dothager, Hampsten, Harley, Huck, Merz, Little; six (7), Nays, none (0), Motion Passed.

Walker had to leave the meeting early.

There was a discussion about the staff sitting out in front of the library smoking and the disposal of their cigarette butts behind the south column. Little stated that several people have suggested to her that they don't think it looks too good to have people sitting around smoking. Little asked if the employees could smoke around the side where they would be less visible. Hampsten made the motion that in the Interest of Public Health there will be a posted 25 ft. smoke free zone in front of the library from the front doors. Little seconded the motion. ROLL CALL VOTE: Ayes; Abell, Dothager, Hampsten, Harley, Huck, Merz, Little; six (7), Nays, none (0), Motion Passed.

Meeting was adjourned at 9:11 P.M.