

MINUTES
TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
REGULAR BOARD OF TRUSTEES MEETING

April 6, 2004

REGULAR MEETING: Called to order by President Dothager at 7:00p.m.

ROLL CALL: Present: Huck, Lindsay, Merz, Upton, Dothager. Absent: Ashcraft, Little
Pres. Dothager announced to new items to be added to the New Business section of the agenda. They are
G. Staff evaluation and board evaluation of the director and H. Women's Club Yearbook.
Merz moved that the board go into closed session to discuss employee reprimand process in accordance
with 5ILCS 120/2a. Lindsay seconded. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: None.
Motion passed.

Returned to Open Session at 7:23p.m.

MINUTES: Lindsay moved to approve the minutes as corrected of March 2, 2004. Huck seconded.
Ayes: Huck, Lindsay, Little, Merz, Upton, Dothager. Motion passed.

Huck moved to accept the closed session minutes of March 2, 2004. Lindsay seconded. Ayes: Huck,
Lindsay, Merz, Upton, Dothager. Nays: None. Motion passed.

TREASURER'S REPORT: Upton made the motion that the board accept the treasurer's report of March
2, 2004. Seconded by Lindsay. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: None. Motion
passed. Huck presented the Bills Due List and the Balance Sheet. She announced no donations for the
month. Lindsay moved to accept the Treasurer's report as presented and pay the bills. Merz seconded.
Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: None. Motion passed.

DIRECTOR'S REPORT AND REQUESTS: An inventory list of the library's holdings was discussed.
Dir. Meyer announced there will be a change in OCLC/ILL billing. There will be a set charge and no
transaction charges. (See the Director's written report for fee amounts and additional explanation.)
January or February of 2005 will be when LCLS moves from the old to the new integrated library
system. Down time will be about two days. The Director will be gone for several days during next
month to attend Vendor demonstrations, evaluation and selection, Library Legislative Day in
Springfield, IL, and the regular LCLS sessions. The Home School Association has expressed an interest
in housing their collection of materials in the library. In regards to programs for the month, Dir. Meyer
reported a low attendance at the *Reading is Fun* on March 9, 2004. There will be a story time on April
22 entitled *Very Punny* to celebrate April as National Poetry Month. Letters have been sent regarding the
Summer Reading Program. Dir. Meyer and Valerie Lee will present a skit to highlight the Summer
Reading Program at the April 8 Business After Hours.

Dir. Meyer brought to the Board's attention that the breaks and mealtime description in the Personnel
Manual has created some problems with the staff. Pres. Dothager will meet with the staff to discuss the
matter and seek a solution. Dir. Meyer requested the board to reconsider the Personnel Manual she
presented. Since Atty. Eastman approved the Board's Personnel Manual, it was decided to not change.

COMMITTEE REPORTS: Merz stated the Friends Book Sales for the past month was over \$400 for the last two book sales. Lindsay reported the tile floors had been cleaned. He has received the necessary parts for the fire exit door and plans to work on it on Wednesday. He will work on the broken tables on Tuesday.

COMMUNICATIONS: Atty. Eastman forwarded the election copy of the canvas filed.

OLD BUSINESS: The Long Range Plan was tabled. Per Capita Grants are available. Lindsay moved to resubmit the enlargement of the library district and to give the director authority to issue unverified library cards to the students. Huck seconded. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: None. Motion passed. The display rack offered by the Troy Historical Society to display historical items was discussed. Lindsay moved to accept the display rack up to one-year with the Troy Historical Society be responsible for changing the materials. Huck seconded. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: None. Motion passed. Pres. Dothager announced a policy committee meeting be held April 19, 2004, at 6:30p.m. Assignments were given to board members.

NEW BUSINESS: The need for a lock box/ cabinet for board use was discussed. Dir. Meyer said the safe from her office could be used. No action was taken at this time. Pres. Dothager reported the April 23 Volunteer dinner arrangements have been made. Lindsay will contact the Boy Scouts troop led by Mr. Putz to see about cleaning the outside plant areas. Upton moved to acknowledge the employment of Keith Housewright for 12 hours per week at \$6.00 per hour. Lindsay seconded. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: None. Motion passed. Pres. Dothager has sent a proposed copy of an Ethics Ordinance to Atty. Eastman and is waiting for his reply. Lindsay is looking into the library heating and cooling contracts and will report back to the board next month.

Pres. Dothager distributed to the board the Director Evaluation Form and requested they be returned by April 19, 2004. A similar form will be given to the staff. She will summarize the data into a report at the next board meeting. The library has received a request from the Women's Club to make copies of their annual book. Upton thought the Troy Genealogical Society would be willing to do it on their new copier. She would present it at the next meeting of the society. If they refused, the library would do it.

Meeting was adjourned at 9:55p.m.