

**MINUTES**  
**TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT**  
**REGULAR BOARD OF TRUSTEES MEETING**  
**August 5, 2003**

**REGULAR MEETING:** Called to order by President Dothager at 7:06p.m.

**ROLL CALL:** Present: Huck, Lindsay, Little, Merz, Upton, Dothager. Absent: Ashcraft

No public or board input.

**MINUTES:** Huck made the motion to approve the minutes. Seconded by Lindsay.

Ayes: Huck, Lindsay, Little, Merz, Upton, Dothager. Nays: None. Motion passed.

Lindsay made the motion we accept the minutes from the closed session of July 1, 2003. Seconded by Merz. Ayes: Huck, Lindsay, Little, Merz, Upton, Dothager. Nays: None. Motion passed.

**TREASURER'S REPORT:** Huck presented the Balance Sheet and the Cash on Hand report. Huck stated we had received \$5000.00 from the Friends for the building payment. Also received was \$300 for the Summer Reading program. Upton moved to approve the bills for payment. Lindsay seconded.

Ayes: Huck, Lindsay, Little, Merz, Upton, Dothager. Nays: None. Motion passed.

**DIRECTOR'S REPORT AND REQUESTS:** Director Meyer presented the July report. The young adult circulation statistic situation is in the process of being rectified. Classification of the books with a J or Y should reflect an increased young adult usage. Over 800 persons attended the Summer Reading activities. Meyer sent thank you notes to all donors for the summer reading program. Two and a half full time equivalent library employees began working. Dir. Meyer walked in the Troy Homecoming Parade and passed out pencils.

Applied for free color printer from Xerox. Submitted the Per Capita Grant for FY 2004 application. Staff Development Day included the morning session at Lewis & Clark with training on FirstSearch Database.

More information regarding CIPA compliance will be forthcoming. Dir. Meyer requested additional part-time help. Lindsay made the motion to authorize the Director to seek a temporary and part-time worker. Seconded by Merz. Ayes: Huck, Lindsay, Little, Merz, Upton, Dothager. Nays: None. Motion passed.

**COMMITTEE REPORTS:** Merz reported that the Friends are still working hard with quilting and book sales. Lindsay reported the building has been sprayed for bugs with a double dose meeting Federal and State Guidelines. The dose remains active for 30 days. He also reported on the fire alarm situation. The Fire Escape door on the north end of the library is separating from the brick/concrete of the building. Merz moved to authorize Lindsay to repair the north Fire Exit door. Little seconded. Ayes: Huck, Lindsay, Little, Merz, Upton, Dothager. Nays: None. Motion passed. The Personnel Manual committee is continuing their work.

**COMMUNICATIONS:** Pres. Dothager heard from Attorney Eastman regarding the library district expansion. He has been in contact with Jeff Pauk who surveys the lines.

**OLD BUSINESS:** The review of the Secretary's book has been done and is ready for the audit. No action on service contracts. Huck sent paperwork from the city to Attorney Eastman.

NEW BUSINESS: Upton made the motion that the board approve the 2003-2004 Budget Calendar. Little seconded. Ayes: Huck, Lindsay, Little, Merz, Upton, Dothager. Nays: None. Motion passed. The Building ordinance tabled.

Huck made the motion that after the audit any excess funds in the General Fund go into the Building and Equipment Fund. Seconded by Lindsay. Ayes: Huck, Lindsay, Little, Merz, Upton, Dothager. Nays: None. Motion passed.

Little made the motion to extend to our usual amount of 25% over the proposed budget. Merz seconded. Ayes: Huck, Lindsay, Little, Merz, Upton, Dothager. Nays: None. Motion passed.

Upgrade of new phone system tabled.

Upton moved the board approve two new full-time and one part-time employees (Kris Cummings, pt. Time-18 hrs.; Valerie Lee, full-time; Ugo Obialo, full-time). Lindsay seconded. Ayes: Huck, Lindsay, Little, Merz, Upton, Dothager. Nays: None. Motion passed.

Little made the motion for the board to go into close session to discuss salaries in accordance with 5ILCS 120/2a at 8:40p.m. Seconded by Lindsay. Ayes: Huck, Lindsay, Little, Merz, Upton, Dothager. Nays: None. Motion passed.

Little made the motion to accept the board's proposed salary schedule as of Aug. 5, 2003. Lindsay seconded. Ayes: Huck, Lindsay, Little, Merz, Upton, Dothager. Nays: None. Motion passed.

Meeting was adjourned at 9:50p.m.