

MINUTES
TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
November 4, 2003

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

President Dothager appointed Trustee Joy Upton as acting secretary. Also, she announced a special meeting of the board for Thursday, November 20, 2003, from 6:00 p.m. until 6:15 p.m. for a Public Hearing on the Levies.

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

No public or board input.

MINUTES: Merz moved to accept the minutes as amended. Lindsay seconded. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: none. Motion passed. Merz moved to accept the closed minutes of September 2, 2003. Lindsay seconded. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: none. Motion passed.

TREASURER'S REPORT: Huck reported that bills are being paid as due and thus there is no bill list. Huck distributed a copy of the Cash on Hand and deposits report. A donation of \$1000 from the Bank of Edwardsville had been deposited. Upton moved to accept the treasurer's report. Lindsay seconded. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: none. Motion passed.

DIRECTOR'S REPORT AND REQUESTS: Director Meyer reported that nineteen overdue bills were sent during the previous month. It has been necessary to change the notification procedure as some patrons were not receiving the phone call notification of overdue materials. Now, patrons will receive a phone call, postcard, another phone call, a letter, and lastly, notification of the police.

The Magic tournament was cancelled due to lack of interest. Twelve children and eight adults attended the Halloween @ Your Library program on October 30, 2003. A tour of the library and instruction using the Public Online Catalog were given to all seventh grade classes from the Dewey Street Campus. Also, three second grade classes came to the library to learn about the type of resources available and will use the resources in the library to write a book about Native Americans.

Director Meyer will be working with the Troy Downtown Revitalization committee to provide Meet Santa @ Your Library on December 13. GED classes are being conducted from October 9, 2003 until December 11, 2003.

Staff member Obialo is redesigning the library's webpage and staff member Stuller is redesigning the patron application cards/patron database cards.

The second Long Range Planning Meeting was held on October 23, 2003. The committee selected four Library Service Responses and set four goals for the library.

President Dothager, Treasurer Huck, Director Meyer met with Accountant Roady and Auditor Thompsons to discuss accounting of finances.

Director Meyer attended the Illinois Library Association Conference and attended various sessions.

The Grant for the LCD Projector has been set back to be filled in the 2004 year cycle.

Director Meyer requested a board meeting for the next phase of Long Range Planning. President

Dothager called the meeting for 6:30p.m. on November 20, 2003. The Director asked for a meeting with the Personnel Manual Board Committee. The Director also requested the board pay tuition for her to attend two seminars in St, Louis.

Upton made the motion that Director Meyer be permitted to go to the seminars at a cost of \$169 per seminar as budget permits. Seconded by Lindsay. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: none. Motion passed.

COMMITTEE REPORTS: Merz reported the Friends are progressing with their good works. Book sales are ongoing the first Friday and the third Saturday of each month.

Lindsay has studied the fire-door problem on the north side of the library and proposed the purchase of another door. Huck made the motion to authorize Trustee Lindsay to purchase a fire-rated exterior door not to exceed \$300.00. Seconded by Upton. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: none. Motion passed. Lindsay reported that 900 yards of carpeting would need to be installed at an estimated cost of \$22,500. He suggested it be planned into next year's budget. *[Handwritten initials]*

COMMUNICATIONS: Board members had received letters notifying that the city had annexed property.

OLD BUSINESS: The Levy ordinances were tabled. Upton made the motion to establish the inventory cut-off price \$500.00 Lindsay seconded. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: none. Motion passed. Huck moved to accept the Long Range Committee assessment and goals. Merz seconded. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: none. Motion passed.

NEW BUSINESS: Upton made the motion we authorize Huck to purchase a Christmas Tree not to exceed \$35.00. Lindsay seconded. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: none. Motion passed.

Huck moved we establish the position of Office Manager as directed by the Director and ask Dave Rody, library bookkeeper, to give us a bid on cost to do all accounts payable. Lindsay seconded. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: none. Motion passed.

Huck made the motion to go into Closed Session at 9:09p.m. to review the Closed Session Minutes. Returned at 9:26p.m. to open session. Lindsay made the motion to open the following Closed Session Minutes: April 10, 2000; May 2, 2000; Jan. 9, 2001; Jan. 9, 2001; Jan. 25, 2001; Jan. 25, 2001; June 19, 2001; Sept. 11, 2001; March 5, 2002; May 13, 2002; July 9, 2002; Nov. 5, 2002; April 8, 2003. Seconded by Huck. Ayes: Huck, Lindsay, Merz, Upton, Dothager. Nays: none. Motion passed.

Meeting was adjourned at 9:32p.m.