

Amended Oct. 7, 2003

**MINUTES
TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
September 2, 2003**

REGULAR MEETING: Called to order by President Dothager at 7:03p.m.

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

No public or board input.

MINUTES: Ashcraft made the motion to approve the minutes. Seconded by Little. Director Meyer asked that the verb included be changed to will include in the second paragraph of the Director's report. Lindsay arrived at 7:05p.m.

Ayes: Ashcraft, Huck, Little, Upton, Dothager. Nays: None. Abstain: Lindsay. Motion passed. Upton made the motion we accept the minutes from the closed session of August 5, 2003. Seconded by Lindsay. Ayes: Ashcraft, Huck, Lindsay, Little, Upton, Dothager. Nays: None. Motion passed.

TREASURER'S REPORT: Huck presented the Bill List for payment and the Cash-on-hand report. Lindsay moved that we pay the bills due this month. Seconded by Ashcraft.

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

DIRECTOR'S REPORT AND REQUESTS: Director Meyer reported the monthly circulation statistics will reflect more accurately beginning with the August report. Fifty-nine new patron cards were issued. On August 22, 2003, the staff participated in a Staff Development Day. The program "Big Truck Day @ Your Library will be on September 6, 2003. Plans are being made for a Halloween Program on October 31, 2003. Orientation and training of new staff members are ongoing.

COMMITTEE REPORTS: President Dothager reported the Friends will be making extra payments on the library loan according to Joyce Hill, President of the Friends. Huck reported the library loan is through Rural Economic Development. When extra payments are made, we must state that monies are to be applied to the principal.

Lindsay reported he had added bolts to the front door so it will close properly. He has been in contact with CLR regarding a new telephone system for the library. Upton made the motion to approve the authorization to put the telephone system bid in the newspaper. Ashcraft seconded. Ayes: Ashcraft, Huck, Lindsay, Little, Upton, Dothager. Nays: None. Motion passed. Upton reported the Personnel Manual Committee were unable to meet during the month.

COMMUNICATIONS: None.

OLD BUSINESS: None.

NEW BUSINESS: Ashcraft moved to accept the resolution of the Tri-Township Public Library District annexation. Little seconded. Ayes: Ashcraft, Huck, Lindsay, Little, Upton, Dothager. Nays: None. Motion passed.

Ashcraft made the motion that we accept Ordinance No. 2003/2004-2 Budget and Equipment Fund. Lindsay seconded. Ayes: Ashcraft, Huck, Lindsay, Little, Upton, Dothager. Nays: None. Motion passed.

Little moved to ask the library attorney to draw up and prepare the appropriation and levy ordinances next year. Huck seconded. Ayes: Huck, Lindsay, Little, Upton, Dothager. Nays: None. Abstain: Ashcraft. Motion passed.

Huck made the motion to adopt the prevailing wage rate. Lindsay seconded. Ayes: Ashcraft, Huck, Lindsay, Little, Upton, Dothager. Nays: None. Motion passed.

Ashcraft made the motion to accept Kris Cummings adjusted salary. Little seconded. Ayes: Ashcraft, Huck, Little, Dothager. Nays: None. Abstain: Lindsay, Upton. Motion passed.

Ashcraft moved to go into closed session at 8:15p.m. to discuss the Director's evaluation/review summary. Little seconded. Ayes: Ashcraft, Huck, Lindsay, Little, Upton, Dothager. Nays: None. Motion passed.

With no further business, meeting was adjourned at 8:30p.m.

Meeting was adjourned at 9:50p.m.