

Minutes
Tri-Township Public Library District
Regular Board of Trustees Meeting
December 6, 2005

The regular monthly meeting was called to order by President Doug Little at 7:08 p.m.

Roll Call: Ashcraft, Huck, Lindsay, Stolzer, Little. Absent: Hodges, Merz.

Public present: Gene Bernard, Troy Tribune; Vicki Hart, Library Director; Ann Niccom, Edwardsville Intelligencer.

Public agenda items: none

Minutes of Regular Meeting November 1, 2005, were unavailable due to Norma Sidener's absence.

Minutes of Special Meeting November 15, 2005: A motion was made by Ashcraft and seconded by Huck to accept the minutes.

Ayes: Ashcraft, Huck, Lindsay, Stolzer, Little. Absent: Hodges, Merz

Minutes of Closed Session November 15, 2005: A motion was made by Ashcraft and seconded by Lindsay to accept the minutes as written.

Ayes: Ashcraft, Huck, Lindsay, Stolzer, Little. Absent: Hodges, Merz

Minutes of Special Meeting November 18, 2005: A motion was made by Huck and seconded by Ashcraft to accept the minutes.

Ayes: Ashcraft, Huck, Lindsay, Stolzer, Little. Absent: Hodges, Merz

Minutes of Closed Session November 18, 2005 are to be corrected and presented at next meeting.

Treasurer's Report:

The Treasurer presented information concerning the budget. Huck stated that the library spent \$26,000 more last month than it took in via taxes. She also stated that \$180,000 was transferred from the general fund to the IPTIP fund because the interest is higher in the IPTIP fund at Springfield. It was noted by the treasurer that the cost of unemployment insurance is increasing by 1/3%. The 2004 audit has begun. Copies of the 2004 levies and ordinances need to be placed into the ordinance book which is kept on the library shelves. It was noted by Stolzer that Meyer had filed the original copies in the secretary's filing cabinet. Donations: A \$100 donation was given by Millie Schaeffer.

A motion was made by Lindsay and seconded by Ashcraft to accept the Treasurer's report.

Ayes: Ashcraft, Huck, Lindsay, Stolzer, Little. Absent: Hodges, Merz

Director's Report:

Vicky Hart presented library use statistics. She also restated that she would gone Friday, December 30, 2005 – Monday, January 9, 2006, for a previously planned vacation.

Maintenance:

Lindsay presented the maintenance report. He stated that the roof was completed, billed, and paid. A sample of the bad roofing was sent to G.A.F. Lindsay stated that it was received and in good order. The book drop is being completed; Lindsay said he would check the progress on this in about a week. After checking with Ace Hardware concerning bulbs for the lights, Lindsay said that Ace is unable to order the same bulbs. Little stated that the elevator was now fixed after a crew worked on it.

Communications:

Library district boundaries: Stolzer contacted Mr. Eastman about the Maryville library district proposal. He suggested that the Tri-Township Library hire a consultant to review the library district proposed boundaries to verify that there was no overlap. A motion was made by Ashcraft and seconded by Lindsay that the library hire a surveyor to ensure the Maryville boundaries do not overlap with our boundaries.

Ayes: Ashcraft, Huck, Lindsay, Stolzer, Little. Absent: Hodges, Merz
Little will contact Jeff Pauk.

Tax appeal notification: Mr. Eastman also forwarded a resolution concerning authorizing him to be our representative with St. Louis Truck Plaza tax appeal. A motion was made by Ashcraft and seconded by Lindsay that the board of trustees authorize Mr. Eastman to take such action as is necessary to perfect such intervention. Ayes: Ashcraft, Huck, Lindsay, Stolzer, Little. Absent: Hodges, Merz.

IRS Publication 2184: Vicky Hart will handle this.

Old Business:

Credit cards: Chase and the Bank of Edwardsville are sending credit cards.

Discussion on Personnel, Policy and Procedures Manuals: Discussion on the manuals will be tabled until next regularly scheduled meeting.

Job Descriptions for director, board officers, and board members: A motion was made by Stolzer and seconded by Lindsay to accept the Library Director Job Description as presented by Ashcraft. Ayes: Ashcraft, Lindsay, Stolzer, Little. Abstain: Huck. Absent: Hodges, Merz. Stolzer mentioned that each board member and officer needs to have a clarified job description of their duties.

Copier/Printer/Fax: Little stated that we need to get updated bids from Daycom on the copier prior to purchase.

Customer Service: Huck made a motion seconded by Stolzer to hire Margaret who was recommended by Charm for customer service training. Ayes: Ashcraft, Huck, Lindsay, Stolzer, Little. Absent: Hodges, Merz

Contract Cataloguer: 10 ½ hours were contracted out. Denise now has 30 new books on the shelves as of 12-6-06.

New Business:

Santa Breakfast: Stolzer stated that the planning for the breakfast is moving along nicely.

Ordinances and levy's filed: Stolzer stated that she filed the 2005-06 Ordinances and Levy's with the Madison County Courthouse as is required.

Winter plastic book bags: Little ordered the requested book bags on Monday.

Board Trustee Merz arrived at 8:20 p.m.

Communications between staff and board and bulletin board list: A list has been posted on the staff bulletin board for agenda items to be added and discussed at board meetings. Little mentioned that the library still has the old phones which he suggested we sell on Ebay. Little will help on Saturday to color code and label the emergency cut off valves. Little stated that we need disaster plans and training for emergency procedures. Little stated we need emergency exit maps posted on the wall near exit signs.

Vacation and sick time listed on check stubs: Little called Dave Roady and asked him if this could be added. Roady stated that he was not currently set up to do this. Huck stated that she needs a listing with vacation time totals up to date as of June 30, 2005, for the auditor. Kate completed this information prior to leaving employment with the library.

Kelley Settle: Discussion was made concerning the honorarium needed for Mr. Settle's services. A motion was made by Ashcraft and seconded by Merz to give a \$300 honorarium and an extra set of movie tickets to Mr. Settle for his volunteer services as custodian for two weeks. Ayes: Ashcraft, Huck, Lindsay, Merz, Little. Abstain: Stolzer. Absent: Hodges.

Vents in magazine room: The vents in the magazine room make the space cold during the summer months. Leo will check into this.

Troy Tribune articles: Discussion was made that an ongoing library article should be in the Troy Tribune. Vicky will add this to her list of items.

IMRF: Discussion was made concerning how many hours a staff member must work to be eligible for IMRF. Stolzer will look into this.

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There was no closed session.

Meeting was adjourned at 8:44 p.m.