

Tri-Township Public Library District  
Regular Board Meeting  
Minutes  
February 7<sup>th</sup>, 2006.

The meeting was called to order at 7:02 p.m.

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

Also present were Melanie Elson, Gene Barnard, Director Vicky Hart and Norma Sidener.

Public agenda items: None

Board Agenda items: Need to add book drop and water fountain. Under new business, the thirtieth anniversary of the Library.

Approval of minutes: A motion was made by Merz and seconded by Ashcraft to accept the December 6<sup>th</sup> minutes as presented.

Ayes: Ashcraft, Huck, Merz, Stolzer, Little. Absent Lindsay. One vacancy.

Motion was made by Huck and seconded by Ashcraft to accept the minutes of the January 3<sup>rd</sup> meeting as presented.

Ayes: Ashcraft, Huck, Merz, and Stolzer. Abstaining: Little.  
Absent Lindsay. One vacancy.

A motion was made by Ashcraft and seconded by Huck to accept the minutes of the closed session meeting November 18<sup>th</sup>.

Ayes: Ashcraft, Huck, Merz, Stolzer, Little. Absent Lindsay. One vacancy.

Treasurer's Report: Report on amount in checking and general holding is amount transferred up to Springfield. Treasurer had to transfer fifty thousand back to the regular checking account. The historic genealogy was used for the microfilm machine to be cleaned up and that money will have to go back into the general fund. In our reserve account we have enough as we only needed to keep forty two thousand five hundred. Director had a question about the per capita funds. Treasurer needs to check with Mr. Roady if all the money came in.

Motion was made by Merz and seconded by Ashcraft to accept the Treasurer's report as published.

Ayes: Ashcraft, Huck, Merz, Stolzer, Little. Absent Lindsay. One vacancy.

Rural Development wants to take direct payment out of account and they need to have Treasurer sign a form to give permission for annual payment to be directly taken out.

Motion was made by Ashcraft and seconded by Stolzer to allow Treasurer to set up direct payment.

Ayes: Ashcraft, Huck, Merz, Stolzer, Little. Absent Lindsay. One vacancy.

Director's Report: Report on Children's Programs. Also December and January figures.

Director gave each board member a copy of the new Illinois Library Laws and Rules.

Door counts are off and assumed children have pushed the button.

March 2, 2006 will be Happy Birthday. Dr. <sup>SEUSS</sup> Suess. Information has been sent to the Troy Tribune and also Troy Chamber of Commerce for their newsletter.

Director has applied to attend the State Library Small Public library Institute. It will be held June 4<sup>th</sup> through June 9<sup>th</sup>. Lewis and Clark Library System pays the registration fees and the State Library pay for materials, lodging and meals. Director needs the Board to pay for mileage and leave. When Director receives acceptance she will bring it to the Board for approval. Director questioned amount given for mileage.

*TIMES  
TRIBUNE*

GED called and wanted to know if anything had been done about the board. Lindsay is going to try to paint it again. If that doesn't work the Friends of the Library have offered to buy a new board.

Discussion of use of Community room. Director will get together with groups to check on times.

Director asked about blinds for the computer room. and what cap was on her spending before getting Board approval. Five hundred dollars was the figure given except for items, which might need to be up for bids.

Director will contact American Legion or VFW to get rid of old flags.

New books are in. Please check them out.

Vicky will print out her reports.

Director is taking course on applying for grants.

Jean is working on a survey for Art & Architecture in Illinois and Lorene wants to go to a seminar in St. Louis. Approval given by Board.

Director wanted to know about policy for her to personally join associations, eg. State Library Association.

Director has applied to the University of Illinois to continue her education.

→ The counter and furniture for the computer room are covered and the Women's Club has offered to buy chairs.

Friends of the Library: Book sales are doing very well. One sale was over five hundred dollars and last one was over four hundred. The ladies are continuing their quilting, also.

Maintenance; Lindsay is out of town but was going to check on the book drop before he left.

→ Water fountain: company thought they had one in stock but it had to be ordered and will be installed when it comes in.

Communications: Stolzer has gotten letter from IMRF and also one from the Board of Review.

Board of review decisions: Three of the four were reduced.

Old Business: Discussion of Personnel policy and Procedure Manuals.

Copier/printer / fax status. Contract up soon and Director will have them come and get the old one. Director will get phone number from the President and call Da-com when we are ready and they will deliver,

Customer service training: Set for March 10<sup>th</sup> and price is more. It will be five hundred and fifty dollars. Director is going to see if another small Library will come and share the cost.

Parking lot: Normally we would only need to seal and stripe but cracks will need to be filled also. Will have Lindsay contact them.

Warranty offer from GAF: Huck has talked to MR. Eastman about it. We do have some choices. The cash offer is nine thousand seven hundred ninety six dollars and eighty cents. The materials were ninety-six square timberline select 40 and five thousand four hundred and seventy eight dollars.

A motion was made by Stolzer and seconded by Ashcraft to have Pat Huck accept the offer from GAF as a minimum of nine thousand seven hundred and ninety six dollars and eighty cents. Ashcraft seconded motion.

Ayes :Ashcraft,Huck, Merz, Stolzer, Little. Absent Lindsay. One vacancy.

Board Member opening: Letter received from Melanie Elson applying for position on the Board.

A motion was made by Ashcraft and seconded by Stolzer to accept Melanie Elson to the Board as a trustee until next election.

Ayes: Ashcraft, Huck, Merz, Stolzer, Little. Absent Lindsay. One vacancy.

New Business: Volunteer Banquet. Set for April 20<sup>th</sup>.

Julia Stolzer swore in Melanie Elson as Trustee.

Discussion of Janitorial job description: cleaning ceiling fans, changing light bulbs, pick up trash on parking lot.

Community room scheduling the Women's Club, GED. Blood drives. The Blood drives should be no more than six times a year.

A church is interested in using the Library for services on Sunday Mornings. Director will call them. It will be a good source of revenue.

Thirtieth Anniversary of Library: Will be thirty years on June 16<sup>th</sup>. We will have a weeklong celebration. Director to brainstorm With staff to come up with ideas.

Closed session: No closed session.

Meeting adjourned at 8:42 p.m.