

Tri-Township Public Library District  
Regular Board Meeting  
Minutes  
November 1<sup>st</sup>, 2005

The meeting was called to order at 7:03 pm.

Roll Call: Ashcraft, Huck, Lindsay, Merz, Stolzer, Little. Absent: Hodges. Also present were Gene Barnard, Anne McCum, and Norma Sidener.

Public Input: None.

Board: Community Room- Letter from GED Director to use room from Feb. 14<sup>th</sup> - April 6<sup>th</sup>.

Under Old Business- #7- Director

#8-Staff positions

New Business: Master Calendar, Per Capita Grant letter from Denise.

Approval Of Minutes: Motion was made by Merz, Seconded by Huck to accept the minutes of the October 4<sup>th</sup> meeting.

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

A motion was made by Huck and seconded by Lindsay to accept the minutes of the October 10<sup>th</sup> special meeting, as corrected.

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

The motion to accept the October 4<sup>th</sup> closed session minutes was made by Huck and seconded by Ashcraft.

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

Abstained: Stolzer.

A motion was made by Huck and seconded by Ashcraft to accept the October 10<sup>th</sup> closed session minutes.

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

Abstained: Stolzer,

Treasurer's Report: The petty cash was given to Denise, and she decided to put it in the cash box.

We received a small amount from taxes, Six thousand five hundred and eighteen dollars.

Since this is the first day of the month treasurer did not have a report from Mr. Roady.

Treasurer said it was not a good idea to get a debit card. Will still need to get a credit card.

Lorene Simpson came in as the treasurer was giving her report and was asked to give a director's report.

Director's report: The Teddy Bear's Picnic program had an attendance of fifty people.

The Story hour has between six to twelve people per session.

Lorene got the Per Capita Grant out and we hope we may be able to get some money.

Circulation- Check with Denise to get the figures and if the program does the figures or if it needs to be done.

New

A motion was made by Stolzer and seconded by Merz to write a formal thank you to Lorene for her work on the Per Capita Grant, and to be put in her personnel file.

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

Maintenance: Lindsay reported that the roof is about four fifths of the way done. New ridge caps were put on They had to replace about two sheets of plywood but in different places. They also had to replace the vent. There was some concern about the way the shingles lay, but warm weather should help.

Lindsay will get the package ready to send for the warranty.

Floor Polishing: there will be a book sale the weekend before Thanksgiving, so he will come on Monday or Tuesday.

Carpet: Lindsay talked to the same company who had done the carpet last time. They will be unable to come until January Fifth or Saturday the Seventh at 1 pm. It will be better to close on Saturday at Noon.

Leo will call to set up the Seventh of January.

Book drop: There was no bid or design from Mr. John Dillard of Hickory Street Cabinets. He said it would be better to put a cart at the end of the circulation desk, as there are too many wires to cut into the desk.

Black Top on parking lot: No one was contacted, and as weather is too cold now we will do it in the spring.

Communications: A memorandum was received from Mark Von Nida. IRMF ballot was received and Kate has been removed.

Stolzer and Roady will get together on the statement, as it is not always getting in on time.

Letter from Von Nida's office to Pat about looking up last name of voters and addresses, which might help staff tell if patrons are in the district or not. She will give it to Jim.

A letter was received from Mr. Eastman concerning RPM and others who want tax relief. He is still working on them.

President received a letter from Janet McAllister refusing the Director's position.

SWIC wants the community room for G.E.D. Classes. Dates are to be put on calendar. Leo hasn't had a chance to check on the white board yet.

Old Business: Snow removal – received a bid from Terry Taake for the same amount as last year. Ninety dollars per time plus the cost of salt. Motion was made by Huck and seconded by Stolzer to accept the bid. Ayes: Ashcraft, Huck, Lindsay, Merz, Stolzer, Little. Absent Hodges.

Customer Service Training: The lady is ready to come when the new director is here.

Illinois Flags: Huck has purchased two new flags for forty dollars. She was asked to order two American Flags.

Copier Bids: Rebid with the company from which Valerie had received

a bid.

Policy Procedure Manuals: The job descriptions for Director and Board should be current. Huck has completed the dress code Manual. Stolzer is working on a Master calendar and would like to have a list from each board member of any events they can think would need to be put into the calendar.

Stolzer is working on the master calendar .She also needs a checklist and needs information on all the things that are entered each year.

Leaves: Pat Huck will check on these.

Ashcraft will do the Director's job description. The rest will be brought up next month.

Director' Position: Ad to be placed on the State Library job board and to be placed back in the papers which ran them before. Little and Ashcraft will rewrite the ads. We need to look at salary again.

Circulation Clerks: three ready to start now. Susan is leaving so we need to hire them.

Janitorial ad: To work three hours a day. Check in closed session.

New Business: Slide Projector – Slides given back to former owners.

Transfer of monies to Springfield: We need to keep fifty thousand here and the rest to go to Springfield. Transfer all but fifty thousand dollars from Bank of Edwardsville to IPTIP. Motion made by Ashcraft and seconded by Stolzer

Per Capita Grant was done on time. We will have to see if it was accepted,

Breakfast with Santa: Pat will call the Chamber and let them know they can have Santa here at Library.

Contract Cataloger: The fee for the lady is fifteen dollars per hour. A motion was made by Ashcraft, seconded by Lindsay to hire Ms. Faust

to help catalog books, time not to exceed ten hours.

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

There are files in the hall at the north end on the main floor and wood , and boxes on the north end stairway that need to be moved. Leo will clean up these areas.

Food for fines: Dates to be November 14<sup>th</sup> - November 26<sup>th</sup>. Stolzer, seconded by Merz made motion, to have the annual food for fines on dates stated.

Rack for Juvenile magazines: A motion was made by Ashcraft, seconded by Stolzer to purchase Jonti –Craft Juvenile bookcase # 6538JC, JT1247 priced at two hundred and five dollars.

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

Holidays will be observed on Monday as Christmas day & new year's day fall on Sunday.

Levy's: Ordinances: 05/06- 08 Building and Equipment Fund. Levied at fifty thousand three hundred fifty five dollars. Motion was made by Stolzer and seconded by Ashcraft to accept Ordinance 05/06-08.

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

Ordinance 05/06-09 IRMF Fund. Appropriated and levied at sixteen thousand seven hundred fifty six. Motion made by Stolzer to accept ordinance 05/06-09. Seconded by Ashcraft.

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

Ordinance 05/06-10 Insurance Fund. Fund was levied at ten thousand dollars. Motion made by Stolzer and seconded by Merz to accept ordinance 05/06-10.

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

Ordinance 05/06-11 Audit Fund. Fund was levied at ten thousand dollars.

Motion made by Stolzer and seconded by Ashcraft to accept Ordinance 05/06-11.