

Tri- Township Public Library District  
Board of Trustees Meeting  
Regular Minutes  
March 3rd, 2009

The meeting was opened by President Ashcraft at 7 p.m.

Roll Call: Elson, Huck, Lindsay, Little, Scheller and Ashcraft. Absent: Buckingham.  
Present from the Public were Amanda Walker and Vicky Hart.

Input of Agenda Items: Board: None.  
Public: Director received correspondence.

Approval of minutes: A motion was made by Lindsay and seconded by Elson to accept the minutes as presented.

Ayes: Elson, Huck, Lindsay, Little, Scheller and Ashcraft. Absent: Buckingham.

Treasurer's Report: The new format is confusing and it will take a little while to get up to speed. There is thirteen thousand five hundred and fifteen dollars in the checking account .We need to take money from the holding to put in the checking (one hundred seventy three thousand one hundred forty eight. dollars.)

Audit: The Board members received copies. Pat signed and Vicky sent the audit to the appropriate parties (State of Illinois, Auditor) Huck had concerns about the leftover sixty nine thousand dollars placed in the holding account. Ashcraft believes the money has been transferred. There were no recommendations or changes.

Director's Report: Director has been accepted to Synergy. There are only thirty people accepted in Illinois, and only one person from Lewis and Clark. She will only miss the August board meeting, Director will be out of the office for this program on: March 31-April 2<sup>nd</sup>, 2009  
August 4-6<sup>th</sup>, 2009  
November 4-6<sup>th</sup>, 2009

Director stressed the importance of Board members making the April, May and June meetings as Budget and Meeting dates have to be decided.

The Director is working with the new accountant to get up to speed. The bills have been paid and the payroll is done.

The statistics are caught up and attached

Payroll: Director will check to see if accountant is taking care of withholding changes. Withholdings start April 2009.

Ashcraft reported good feedback about the library while attending the sausage dinner...

Maintenance: Insulation – Lindsay has found access to the ceiling. One is above the copier (right by the mailbox) and the other is by the youth room door. There was no sign of water leakage. Paul went all around and found no sign of moisture. He plans on adding another six inches of insulation, we currently have ten. Paul of C & P put in a bid for three thousand five hundred and sixty two dollars for everything which includes the insulation, raising the R factor from 30 to 50, and installation. Paul also checked with another person who is from Waterloo and does insulation. And he put in a ballpark bid of two thousand nine hundred dollars. Paul was trying to see if he could save us some money but with Paul being close if anything goes wrong Director just has to give him a call and he makes himself available. Director and Lindsay recommended we stay with C & P.

A motion was made by Elson and seconded by Lindsay to accept the bid of three thousand, five hundred sixty two dollars from C & P for insulation.

Ayes: Elson, Huck, Lindsay, Little, Scheller and Ashcraft. Absent: Buckingham.

Director will check before the work is done to see if there are any Commercial rebates or reductions

Elevator: The State is catching up on inspections, and registrations of elevators. We registered our elevator last year, but have received notice from the State that we have to have the elevator inspected within thirty days. Director talked to Long who is our contractor and they will set up the inspection with the State inspector and be here with them. They check the elevator and tell us if anything needs to be fixed, if so Long does the repairs and then we are certified by the State inspector. It will probably take thirty to sixty days to schedule the inspection so Director notified State we are working on the issue and getting on the schedule.

Communications: Director received a very nice letter from the lady who had complained about the book which she said had offensive material. She noted some quotes from the book which to her were offensive, so Director is now reading the book and so far has found nothing too offensive. The lady asked for our collection policy and Vicky mailed her the policy and the form to fill out if she would want the Board to review the book. There have only been six check-outs on this non-fiction book and Director doesn't think this is an issue, and as of today the form has not been returned. It may still come up on the agenda.

Board of review hearings update: Mr. Eastman wrote that the two hearings he went to on December the 8<sup>th</sup> for Plummer Investments and Depah Corp., the decision has been finalized.

Director received a telephone call from IMRF wondering where our money was. We had paid it and the lady found it while on the phone call. We were one month behind.

We got our Per-Capita grant award. We received thirteen thousand eight hundred sixty nine dollars and fifteen cents. It was slightly less than last year. Ten thousand has gone to the Security system and the remainder will go to the staff development trip and books.

Old Business: The shipment date for the furniture is March 20<sup>th</sup>. We will wait on installing the security system until the furniture is in place.

Katie Buckingham has some concerns read at the meeting in her absence: Rental money goes into the pot but as she has offered to be on a special committee to take care of basement supplies, Director suggested she work with Robin and Jeanne to see what is needed for the program and Director will order the supplies. Director also suggested we get a lock for one of the cabinets and store the library supplies in it.

Lights and doors in basements: Director has checked with David and he tries to make sure the doors and lights are all off. Lindsay will check on motion sensor switches to install in the four bathrooms. Director will reiterate with David on diligence in checking lights and doors.

New Business: Volunteer Banquet: April 19<sup>th</sup> -25<sup>th</sup> is volunteer week, but we can't have it that week because of a blood drive. Director said we should have it before or after that week. April 30<sup>th</sup> is day before the book sale but April 16<sup>th</sup> would be available. Scheller and Buckingham are the committee. There was discussion of catering and gifts for volunteers. Director said if they wanted to do plants (from Fetters) again this year she would be willing to take care of that. The Board decided to hold Banquet on April 16<sup>th</sup>.

Next month the Board will have to discuss the budget and wage increases for staff.

Ashcraft asked Director to give members office descriptions (President, Vice president, etc. Director will put them in mailboxes for next meeting.

Frank Watson resigned for health reasons and our State Senator appointed is Kyle McCarter from O'Fallon. Ashcraft's wife works for him.

Meeting was adjourned at 7:50 p.m.