

Tri-Township Public Library
Regular Board of Trustees Meeting
Minutes
October 5th, 2010.

President Ashcraft opened the meeting at 7:01 p.m.

Roll Call: Elson, Huck, Lindsay, Little, Perrine, Scheller and Ashcraft.

Present from the public were Vicky Hart, David Cassens, Steve Rensberry (Times- Tribune reporter) and Norma Sidener.

Input of Agenda Items: Board-None

Public: Director asked that the additional concrete work and shelving in Community room be added to Maintenance.

Approval of Minutes: A motion was made by Perrine and seconded by Elson to accept the September 7th, 2010 minutes as amended.

Ayes: Elson, Huck, Lindsay, Little, Perrine, Scheller and Ashcraft

Treasurer's Report: We have seventy eight thousand dollars in the checking account. Treasurer transferred one hundred thousand dollars to Springfield. We are in good shape financially.

Director's Report: Director reported that we have passed the yearly elevator inspection. There are some small violations and upgrades that need to be completed in the near future. The telephone line in the elevator also needs to be corrected so it will dial out to individual phone numbers, as it only rings out to 911 now.

The director will be going to a workshop "Going Green in Illinois" sponsored by the Illinois Library Association, which will be held at the Field Museum in Chicago on Oct. 22nd, 2010.

Director spoke about the Library at the September 25th meeting of the Silver Creek Area Club of Rotary International.

We are joining the Lewis and Clark Digital Consortium in October as the demand for downloadable books has increased. Downloadable books should be available by November 1st, 2010.

Gatenet is becoming an independent tax exempt entity in the State of Illinois so their money will be safe from the State, particularly if Lewis and Clark closes before a new "southern system" is established.

Director has ordered the new drive-up book drop. The Friends of the Library have paid for it. A special thank you to the Friends of the library. We are so grateful to the Friends of the Library for all their support.

The Director has completed her jury duties. She never had to report to the courthouse.

Other issues are listed separately on the agenda.

The statistics are attached.

Maintenance: Hot water heater- the hot water heater has never been drained. It needs to be drained. The hot water heater is fifteen years old. Some of the back windows in the library are leaking air. These are thermal pane windows and possibly need to be recaulked.

Concrete work: C&P Improvements will correct the sidewalk problem for one thousand nine hundred and twenty five dollars. This would include break up of old concrete, hauling away the old and pouring new concrete.

A motion was made by Elson and seconded by Lindsay to have C&P Improvements repair the concrete work for one thousand nine hundred and twenty five dollars.

Ayes: Elson, Huck, Lindsay, Little, Perrine, Scheller and Ashcraft.

Shelving in the Community room: Library will get the shelving. C&P Improvement will put up the new shelves and haul off the old shelving. The cost of labor will be six hundred and fifty dollars. The Friends of the Library will help us pay for the shelving.

A motion was made by Little and seconded by Scheller to approve C&P Improvement installation of new and removal of old shelving for six hundred and fifty dollars.

Ayes: Elson, Huck, Lindsay, Little, Perrine, Scheller and Ashcraft.

Communications: Silver Creek Bible Fellowship agreed to the amendment to their agreement. The pastor has assured the Director that he will personally close the building.

Director received a copy of the letter from Mr. Eastman which has been sent on to the auditor.

Old Business: The Deaf Assistance video cam has been dropped for the time being.

Wellness Insurance Network: We will need to budget for this program. Director has checked and it is costly but we can afford it if it is included in the budget, so we should wait and include it in next year's budget. Director has investigated and has all the figures.

Per Capita Grant, FY2011: We are well on our way to being up to standard with our procedures. Director would like us in the future to look at our collection development policy. It is recommended to check it every two years. On October 5th 2010 the Board has reviewed Serving our Public Standards for Illinois Public Libraries and will check our collection policy and feel we are up to standard on all our policies.

New Business: Update Rental Contract: The Director has added a new paragraph to the rental policy as we now have an AED. The paragraph reads "The Library is equipped with an automated external defibrillator (AED) in the lobby. When the cabinet is opened, emergency services are automatically notified. If there are any false alarms during the scheduled private function, the renter will be required to pay a one hundred dollar service charge plus any additional fees incurred by the library as a result of said false alarm.

A motion was made by Elson and seconded by Huck to accept this change to the library rental policy.

Ayes: Elson, Huck, Lindsay, Little, Perrine, Scheller and Ashcraft.

Ittner Architects proposal for two construction projects: Mark Carpenter, project manager, of Ittner Architectural Firm of Fairview Heights arrived at the meeting at 7:40 p.m. and was asked to address the Board. The Director and Treasurer had met with Mark and Edward Rogers an Ittner electrical engineer, earlier and had asked Mark to come to the Board meeting with a proposal to provide the professional design services regarding new photovoltaic panels and new movable partitions for the library. The Director had checked into the State grant for solar and wind power energy rebate program. All the money has been used for this year and when she checked in July for the 2011 grants, there was nothing available. The proposed lump sum design fees for these two projects, excluding out of pocket expenses were twenty five thousand three hundred and fifty dollars for installation of a photovoltaic system, and thirteen thousand two hundred dollars to install movable partitions in the basement. The Board looked over and discussed the proposal with Mark. We are in no rush to get the solar panels, as there are no rebate monies available. We do want to go ahead with the movable panels for the basement. This project will probably run about thirty thousand dollars and the Friends of the Library will pay on ten thousand dollars towards the movable panels. We do have money in the building fund to use for these projects. The Board decided to approve the proposal presented by Ittner and to proceed with the movable panel project.

A motion was made by Elson and seconded by Perrine that we approve the proposal for the new photovoltaic panels with the Library reserving the right to either proceed with after phase one or hold for a further date and to also approve the proposal for the new movable panels.

Ayes: Elson, Huck, Lindsay, Little, Perrine, Scheller and Ashcraft.

Technology Plan: The director has worked up a working technology plan for the library. This is needed as part of the requirements for the Per Capita Grant. The plan will be checked when new things are added to the library and it will be added to the policy manual in front of the computer use policy.

A motion was made by Scheller and seconded by Huck to accept the Technology plan.

Ayes: Elson, Huck, Lindsay, Little, Perrine, Scheller and Ashcraft.

Haunted Library: On Friday October 29th, 2010, the library will close at 4:00 p.m. and from 4 until 8:00 p.m., the high school drama club members will portray characters out of various library books. This will be a fun evening for families who are invited to see what occurs at the library after hours. Trustee Mike Perrine asked if an extra budget would be needed and Director said no.

A motion was made by Little and seconded by Scheller to approve the closing of the library at 4: p.m. on the 29th of October

Ayes: Elson, Huck, Lindsay, Little, Perrine, Scheller and Ashcraft.

Closed Session: None.

Announcements: Our Director has turned fifty.

Adjourned: The meeting was adjourned at 8:08 p.m.