

Tri-Township Public Library
Regular Board of Trustees Meeting
Minutes
January 3, 2012

The meeting was called to order at 7:06 p.m. by President Ashcraft.

Roll Call: Huck, Lindsay, Little, Perrine, Scheller and Ashcraft. Absent: Elson.
Present from the public were Vicky Hart, Steve Rensberry (reporter from the Times-Tribune) and Myron Thompson.

Input of Agenda Items: Board- Volunteer Banquet under New Business.
Public-None

Approval of minutes: A motion was made by Huck and seconded by Scheller to accept the minutes of the December 6th, 2011 regular board meeting as presented.

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

President Ashcraft introduced Myron Thompson, who is our auditor, and gave him the floor. Mr. Thompson said he hadn't been here to a meeting in a few years and wanted to visit and explain the audit. The first part is more for government services and entities. He did explain that in the last paragraph of the letter there is no management discussion or analysis. The fact it is lacking is a good thing as that portion is not practical for the library (for a large city library that would be necessary). We do need to let it be known that we exempted out and that's what is meant in the letter.

Assets: pages three and four give a balance sheet of assets. We have a value of one point one million dollars. (Most assets consist of the building and land-the original cost is not the current value).

Pages six and seven: Assets are based on a cash basis (not capital). These are by our various funds. There is a new statement dealing with fund balances, as we now have to show what is restricted and what not restricted, meaning what is available immediately and what is not immediately available.

Pages twelve thru twenty on: these are notes to the financial statements.

Note one gives information on how the library does business on paper (list all the policies), and is continued through note eleven.

Pages twenty three thru twenty seven are budget to actual account (how the library is run): the budget to actual is compared to last year's numbers.

-Higher revenues, expenses less

-pg. twenty five is the grant fund (dollars)

-pg. twenty six is the building fund

Myron suggested that if someone is disputing their tax bill (they may question why library has five hundred thousand dollars and isn't lowering its rates) we need to be able to answer them.

Line item "Donation by Friends" needs to be categorized appropriately. It needs to be corrected in the budget line item and we should reconsider categorizing it.

-Building Fund: (thought) purpose: to buy property and add on to building.

Why is general fund paying back building and equipment (why replenish building and equipment)
The tax levy should build up building and equipment –don't keep taking dollars from the general fund.

-need to research if the general fund has to physically zero out

Director will research the "purple book" and ask Mr. Eastman.

-Working Cash Fund (emergency reserve)-hasn't been touched in years –why is it separated from the general fund?

-need to research if it can be dissolved and shifted to general fund (ask Mr. Eastman).

Thank you to Myron.

Treasurer's Report: The December bank statement is not reflected in the report. We are right on target.

Director's Report: Items are listed separately on the agenda.

Christmas Family Reading Night: Two high school students volunteered to read Christmas stories for a family night. They checked with Robin and she said yes. The girls did all the work setting every thing and had a great attendance, so they would like to do it again next year. Director suggested that we could link it with the Santa meet –n-greet (have Santa come in at end of program and surprise the children.)

Little will contact the girls and plan for next year.

Statistics are attached.

Maintenance: Fire Detection Systems and Smoke Alarms- Linked with never ending partition project in item one under old business: Lindsay was called on December 10, 2011 by the fire department as the fire alarms had gone off at the library. There was no fire. We do need to get a "knox box" key holder for the fire department. We have not yet received the application from the fire department- it is supposed to be in the mail). Director will check on it. Meanwhile Barcom Systems checked and says our system is ok and doesn't need an upgrade. They tested the smoke detectors and they all worked except the two new ones in the new partition area. They had not been wired correctly. Director emailed Ittner regarding the detectors. Electricians were sent and they said those were not the right smoke detectors. (Barcom had supplied the wrong detectors). It will take six weeks to order compatible smoke detectors. While they were here Barcom did a sensitivity test which cost one thousand dollars (labor and travel), which Director paid to Barcom. She does need a motion for the payment though as it is over five hundred dollars.

A motion was made by Scheller and seconded by Perrine to pay one thousand dollars to Barcom for the sensitivity test which includes labor and travel.

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

Absent: Elson.

Communications: We received a thank you letter from Ministries Unlimited for our donation, with a personal note at the bottom saying that food for fines is such a great project.

Old Business: 106 West Oak Street-keep on the agenda until spring.

Policy regarding: patrons billed large amounts- there is pretty much nothing we can do about allowing them to check out items if they have paid and their record is clean. The collection agency is our "teeth".

Electronic LED message display: Architectural Signing Associates, Inc. has given us a bid of nineteen thousand seven hundred ninety two dollars and seventy five cents for the exterior sign. In addition and separate, installation, electrical permits, sign permits (height requirements) crating and shipping for five thousand one hundred thirty four dollars and sixty eight cents but will not include masonry work.

A motion was made by Scheller and seconded by Huck to accept the bid from Architectural Signing Associates, Inc. of nineteen thousand seven hundred ninety two dollars and seventy five cents for an LED message sign.

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

Absent: Elson.

A motion was made by Scheller and seconded by Huck to approve the bid for installation and electrical permit work from Architectural Signing Associates, Inc. for five thousand one hundred thirty four dollars and sixty eight cents. This does not include masonry work.

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

Absent: Elson.

New Business: There are changes as of January 2012 to the Open Meetings Act. Elected and appointed members must complete electronic training once a term. Director will send members a link to the training, which members will then take the training and after passing will print out their certificate and give to the Director for her files. Members have one year to complete their training.

Volunteer Banquet: This is held on the third Thursday of April. Director will check the calendar for availability and put it on the calendar if date is not reserved. The Board decided to keep the menu the same and reorder from Bandanas but it was suggested to include salad and a vegan meal. Little and Scheller will check with Market Basket about plants as gift for volunteers. Little suggested we might give each person in attendance a ticket to be used to win an attendance prize of a nook, kindle fire, etc.

Upcoming Event: Many of our patrons need help with their "e-reader" and we will have an open house night to give them one on one help. We will put the date in the newspaper and it will probably be later this month (January) as David Cassens has had some deaths in the family.

Announcements: There was a very nice letter in the paper from a patron praising the library and its staff, but especially Robin Lovinggood. Director is thankful to the board for the increase of salary for Robin so we are able to keep her here.

There were no other announcements, so the meeting was adjourned at 8:33 p.m.