

Tri-Township Public Library  
Regular Board of Trustees Meeting  
Minutes  
July 5<sup>th</sup>, 2011

The public hearing for the Budget and Appropriations resolution was opened at 7:01 p.m. by President Ashcraft.

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

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

Treasurer Kathy Scheller arrived at 7:15 p.m. and Director Vicky Hart arrived at 7:30 p.m.

No one else from the general public attended the Budget and Appropriations hearing.

President Ashcraft opened the regular Board meeting at 7:30 p.m.

Input of Agenda Items: Board- none.  
Public –none.

Approval of Minutes: A motion was made by Elson and seconded by Perrine to accept the regular minutes of the June 7<sup>th</sup> meeting as corrected.

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

A motion was made by Elson and seconded by Scheller to approve the June 7<sup>th</sup> closed session as presented.

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

Treasurer's Report: We are on budget for the year except for office supplies. We received a larger amount in donations than we had counted on.

Director's Report: Director stated that the American Library Association Annual Conference in New Orleans was great. She was able to come back with a lot of free books and some good deals on stuff for the Animanga Club.

Everything else is on the agenda and statistics are attached.

Maintenance: One of the air conditioners that cool the community room has gone out and needs to be replaced. The director would like approval from the board to buy a new air conditioner for four thousand four hundred sixty seven dollars. It will be the same size as the one it is replacing and includes a ten year warranty on parts and a one year warranty on labor.

A motion was made by Scheller and seconded by Huck to purchase the new air conditioning unit for four thousand four hundred and sixty seven dollars.

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

The carpets were cleaned over the weekend and Aztec Cleaning did a very good job.

Communications: A letter was received from the attorney stating that the income and expense statements balance and are ready for appropriations ordinances.

Old Business: 106 West Oak Street- progress: The property was purchased on June 15<sup>th</sup>, 2011 and Director has a file created on the property which will be kept in Secretary's file cabinet. Director checked on utilities and they have not been turned over in the name of the Library so on July 16<sup>th</sup>, 2011 water and utilities will be put in Library's name and turned off, as previous owner will be out by the 15<sup>th</sup> of July, 2011. All trees on the property will be removed except for one maple tree. The contractor will see to removal of wires also. Scheller said that for now it will be a green space area. Scheller showed the Board some Gazebos from Poor Boy Portable Buildings and there was discussion but decided to wait for now but will look into a structured building in the future. Also discussed was the type of fencing to put around the property.

New Business: Ordinance Appropriation Funds

Appropriation Ordinance-Audit Fund: A motion was made by Little to approve Appropriation Ordinance no.11/12-01 Tri-Township Public Library District Appropriation Ordinance -Audit

An Ordinance making an Annual Appropriation for an Audit for Tri-Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1, 2011, and ending June 30, 2012. The motion was seconded by Scheller.

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

Appropriation Ordinance-Building and Equipment Fund: A motion was made by Little and seconded by Scheller to approve Appropriation Ordinance no. 11/12-02 Tri-Township Public Library District Appropriation Ordinance-Building and Equipment Fund

An Ordinance making an Annual Appropriation for the Building and Equipment Fund for the Tri-Township Public Library District, Madison County, Illinois, for the fiscal year beginning July, 1, 2011, and ending June 30, 2012.

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

Appropriation Ordinance -General Fund: A motion was made by Little and seconded by Scheller to approve Appropriation Ordinance no.11/12-03 Tri- Township Public Library District Appropriation Ordinance -General Fund

An Ordinance making an annual appropriation for the general fund for Tri- Township Public Library District, Madison County, Illinois, for the fiscal year beginning July 1,2011 and ending June 30, 2012.

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

Appropriation Ordinance-IMRF: A motion was made by Scheller and seconded by Little to approve Ordinance no.11/12-04 Tri-Township Public Library District Appropriation Ordinance - Illinois Municipal Retirement Fund

An Ordinance making an annual appropriation for the Illinois Municipal Retirement Fund for the Tri-Township Public Library District, Madison County, Illinois, for the fiscal year beginning July 1, 2011

and ending June 30, 2012.

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

Appropriation Ordinance- Insurance Fund: A motion was made by Scheller and seconded by Little to approve Ordinance no. 11/12-05 Tri-Township Public Library District Appropriation Ordinance- Insurance Fund

An Ordinance making an annual appropriation for Insurance Fund for the Tri- Township Public Library District, Madison County, Illinois, for the fiscal year beginning July 1, 2011 and ending June 30, 2012.

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

Appropriation Ordinance-Social Security: A motion was made by Scheller and seconded by Little to approve Appropriation Ordinance no. 11/12-06 Tri-Township Public Library District Appropriation Ordinance-Social Security

An Ordinance making an annual appropriation for the Social Security Fund for the Tri-Township Public Library District, Madison County, Illinois, for the fiscal year beginning July 1, 2011 and ending June 30, 2012.

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

Bid to remove asbestos from 106 West Oak: Marsh Construction will supervise the removal of the asbestos and propose to move all asbestos from the house and one car garage according to all specification for local and state codes. All asbestos removal will be taken to an approved hazardous asbestos dump site. The exclusions will be no testing or surveying of top soil, no soil testing or removal of contaminated soils. The estimate is six thousand two hundred and fifty dollars. The asbestos survey has been done according to EPA specifications.

A motion was made by Scheller and seconded by Perrine to accept Marsh Construction's bid of six thousand two hundred and fifty dollars for the removal of asbestos from the West Oak property.

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

Bid for demolition of 106 West Oak: A bid has been submitted by Marsh Construction for the demolition and removal of the house and garage, as well as three trees, capping of all lines, seeding and straw all areas and obtaining all required permits, in the amount of sixteen thousand three hundred twenty five dollars. It was discussed that we should have a survey done if we decide to do any building on the property.

A motion was made by Scheller and seconded by Perrine to accept the bid of sixteen thousand three hundred twenty five dollars from Marsh Construction for the demolition of the home and garage at 106 West Oak.

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

Proposal to accept credit cards: The Director told the Board that many patrons would like to use credit cards to pay for their library fees. She has looked into it and we won't be taking debit cards unless they have visa or master card logo. We will also offer online payment. There is no charge

online for anything except visa. A convenience fee can be added to the patron if they want to pay online but visa will charge the library. Non patrons would like to pay their one hundred dollar fees online or with credit card. There was discussion of the convenience for patrons. We would put a three dollar fee cap so anything over three dollars could be paid by credit card. We could do just online for now. Convenience fees would be one dollar thirty cents for each ten dollars online. Convenience fees would be kept separate from the library fees.

A motion was made by Elson and seconded by Scheller to accept online credit card payments except for Visa online for patrons.

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

Closed Session: None

There were no announcements, so the meeting was adjourned at 8:26 p.m.