

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
April 2nd, 2013

President Ashcraft called the meeting to order at 7:03 p.m.

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

Present from the public were Jeanne Sagovac (library staff), Norma Mendoza (reporter for Times-Tribune), and Norma Sidener.

Input of Agenda Items: Board – maintenance – keep stairwell cleaning on agenda

Old Business: Disaster Preparedness

Department of Labor

Compassionate leave

E- pay

Public- none

Approval of Minutes: A motion was made by Scheller and seconded by Perrine to accept the minutes of the March 5th, 2013 regular meeting as amended.

Ayes: Huck, Lindsay, Little, Perrine, Scheller and Ashcraft (abstain) Absent: Elson.

Treasurer's Report: There was an error of eighteen hundred dollars in arrears at the bank of Edwardsville, which cost us a total of three hundred ninety dollars in bank fees but Denise was able to get the bank to drop one hundred fifty dollars so we had to pay two hundred forty dollars which will go into miscellaneous account. Scheller was unaware that when the general fund got to one hundred thousand dollars, the money goes to the holding fund in Springfield but when general fund gets down to twenty five thousand dollars money goes back from that account to the general account. We now have ninety thousand dollars in the general account and all is good. All monies are now in the correct funds.

Director's Report: Statistics are attached.

Maintenance: Parking lot resurfacing: there was discussion as to the removal of the berms or just scraping them off. Since many are broken and in pieces it was decided to remove them all.

A motion was made by Little and seconded by Perrine to remove all the berms from the parking lot.

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

Absent: Elson.

Repair of damage to book return: Lindsay was unable to repair it, as it was too cold. He will try again when the weather gets warmer.

Windows: tabled until next meeting, as Scheller has not heard back from SEDAC.

Communications: Silver Creek Bible Fellowship would like to renew their lease for another six months. She was asked to have them check on what keys they have.

There was some discussion and then Lindsay made a motion to renew Silver Creek's contract for six months at a rate of one hundred twenty five dollars per week. Scheller seconded the motion.
Ayes: Huck, Lindsay, Little, Perrine, Scheller and Ashcraft. Abstain: Elson.

We have received a letter from Secretary of State Jesse White announcing we have been given a Per Capita Grant in the amount of thirteen thousand five hundred eighty dollars and thirty-nine cents, which has to be used by June 14, 2014.

Old Business: 106 West Oak Street: fencing and landscaping tabled until next month.

Accessibility Project: the sidewalks are in. We need to trim back the bushes and move the bike rack. They are ready for the concrete company to come. The concrete bench also needs to be moved and Scheller suggested the green space would be a good place for it.

Policies and Procedures: Pages 31-64. Remove pg. 53 to adjust and present at next meeting. Pg. 54- remove mailing list. A motion was made by Scheller and seconded by Little to approve pages 32 thru 66 as amended.

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

Absent: Elson.

Volunteer Banquet: We will have the Pasta House provide the Roman Feast for our food. Scheller will check with the manager on a meat dish. The banquet will be held on April 25, 2013. We will have the same entertainer as last year. Scheller checked on cups but they are not good so she suggested coasters with the library logo and ten-dollar gift cards from Bobbie's Soft Custard. The cake will be made for us by It's A Piece of Cake in St. Jacob.

Shelving: Scheller informed the Board that all but one shelf and two magazine racks have been installed.

Aramark: It was decided to get all rugs, mop heads and runners from Aramark. The whole service will cost twenty-five dollars and sixty cents, twenty-six dollars and thirty cents bi-weekly for a total of one thousand three hundred and sixty-seven dollars per year. A motion was made by Scheller and seconded by Little to accept Aramark's proposal at a fee of twenty-six dollars and thirty cents bi-weekly.

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

Absent: Elson.

Plaque for The Woman's Club of Troy: The plaque has arrived and will be installed when the concrete bench is in its final place.

Health Insurance: Scheller has talked with Kari Unterbrink, a broker from Baugher Financial Group and a broker from the American Library Association and has invited both to come to a Board meeting to give us their proposals.

Disaster Preparedness: Jeanne Sagovac spoke about the classes she went to. She suggested Board should take a walkthrough to see how prepared we might be and she needs guidance from the Board on how to implement plan for the library.

Department of Labor: Mr. Eastman has sent all information we have available to the Department of Labor.

Compassionate Leave: The Board decided to provide three working days of Compassionate leave per year to employees on the death of immediate family members to include spouses, parents, siblings, children, spouse's parents and siblings. Each employee would receive three working days per instance not to exceed twelve days per year. Any other days needed would be at the discretion of the Director.

E-Pay: The fee is passed on to our patrons. If we eat the cost more patrons will pay their fines with credit card.

New Business: Staff Field Day- the staff would like to have the library close on May 10th, 2013 for their field day. They are talking about going to Cahokia Mounds, The Old Court house in Cahokia, Holy Family Church in Cahokia and Madison County Historical Museum.

A motion was made by Perrine and seconded by Little to Close the Library on May 10th, 2013 for the staff field day.

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

Absent: Elson.

Quote for two new Computers: We have received a quote from Dell for a computer with windows 7, at a cost of seven hundred and nineteen dollars and eighteen cents. It would cost a total of one thousand four hundred thirty nine dollars and sixty cents for two delivered and with a three-year service contract.

A motion was made by Little and seconded by Lindsay to purchase two new computers from Dell in the amount of one thousand four hundred and thirty nine dollars and sixty cents.

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

Absent: Elson.

FY14- Meeting Dates: The following are the meeting dates for year 2014.

July 2, 2013

August 6, 2013

September 3, 2013

October 1, 2013

November 5, 2013

December 3, 2013

January 7, 2014

February 4, 2014

March 4, 2014

April 1, 2014

May 6, 2014

June 3, 2014

These dates are acceptable to the Board. They must be posted by next month in the paper and the ordinance will be passed in June.

Student Volunteers: Scheller said the Friends of the Library would offer a scholarship to high school juniors and seniors, also college age students to work in the library. She is investigating how other libraries use student help. She also mentioned that we should look into advertising the Library in the Resource magazine that goes out in the Times- Tribune. The smallest ad would cost forty – five dollars.

A motion was made by Little and seconded by Perrine to go into closed session for matters regarding employment, compensation, discipline or dismissal of a specific employee.

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

Absent: Elson.

The Board went into closed session at 8: 13 p.m.

Closed session ended at 9: 22 p.m. and returned to open session.

There were no announcements so the meeting was adjourned at 9: 23 p.m.

Tri-Township Public Library
Board of Trustees Meeting
Special Meeting Minutes
April 8, 2013

The Special Board meeting was opened at 8: p.m by President Ashcraft.

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

A motion was made by Elson and seconded by Scheller to go into closed session for matters regarding employment, compensation, discipline or dismissal of a specific employee.

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

The Board went into closed session at 8:05 p.m.

The Board was back into open session at 9:11 p.m.

A motion was made by Elson and seconded by Perrine to offer the position of Library Director to Jeannine Freeman Benanti at a salary of forty- five thousand dollars with one week to respond and Scheller will be able to negotiate up to forty-six thousand if necessary.

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

There were no announcements, so the meeting was adjourned at 9: 12 p.m.