

**Tri-Township Public Library
Regular Board of Trustees Meeting
Minutes
February 5th, 2013**

The meeting was called to order at 7:05 p.m. by President Ashcraft.

Roll Call: Elson, Huck, Lindsay, Little, Perrine, Scheller and Ashcraft.
Present from the public were Norma Mendoza (reporter for Times- Tribune), Jeanne Sagovac (staff), Jonathan Walling, Julia Walling, Dona Raich, and Norma Sidener.

Input of Agenda Items: Board- Communication from Illinois Department of Labor and a patron complaint.

Public- New Business-The Woman's Club of Troy

Approval of Minutes: A motion was made by Scheller and seconded by Perrine to accept the regular meeting minutes of January 8th, 2013 as presented.

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

A motion was made by Scheller and seconded by Little to accept the January 8th, 2013 closed session minutes as presented.

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

A motion was made by Scheller and seconded by Little to accept the closed session minutes from the January 25th, 2013 special meeting as presented.

A motion was made by Scheller and seconded by Little to accept the regular minutes from the January 29th, 2013 special meeting as presented.

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

Treasurer's Report: Our finances are looking good. We received the last installment of real estate tax payments.

Director's Report: Everything is looking good. We had a really high patron count for the last month.

Maintenance: The fire alarm went off when Al Odom came in on Monday morning. Barcom was called and they came out around two o'clock. A back up battery needed to be replaced. Leo has not received a bill for the service yet. There will be a service charge and cost of the battery.

Communication: Madison County Board of Review-We have received letters back on three of the properties that requested changes in their tax assessments. Top Most Development Company

requested a decrease in assessment from five hundred thirty eight thousand three hundred and thirty to four hundred seventeen five and the Board of Review decision was for four hundred thirty forty. CBOCS West, Inc. were assessed at six hundred forty one seven sixty and they requested three hundred eighty three thousand, three hundred twenty one and the decision was four hundred seventy two, five hundred and seventy. Bethel Eckert Enterprises was assessed at one point three million and they requested nine hundred forty eight thousand seven hundred and seventy one. The Board's decision was for one million three hundred sixty five thousand two hundred, even higher than they were assessed, so we gained on some and lost on others.

We received a memorial donation in memory of Norma Jean Lenny in the amount of one hundred thirty dollars.

We received a letter from the Illinois Department of Labor concerning our Gazebo project requesting record keeping and prevailing wage ordinance.

We had a patron complaint on how wife was treated, but it was Nanny who came in. Scheller has not been able to contact patron but will follow up, as it was a miscommunication about some water damage on a book and whether patrons were from Troy or Edwardsville. Scheller will contact patron tomorrow and advise president of results.

Old Business: Windows: There is some leakage and UV Light coming in. We need to evaluate and possibly check with Ittner to get a ballpark figure as to cost and getting bids from window companies.

Accessibility Improvement Project-We have the updated contract received and signed and will be ready to go when weather gets warmer.

We have received the statement for the 2012 audit. The amount is six thousand dollars, which is our normal fee and is payable to M. Thompson Company P.C.

A motion was made by Elson and seconded by Lindsay to pay M. Thompson Company P.C. six thousand dollars for the year 2012 audit.

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

Shelving for Friends: We have two sets of shelving in storage so we will use them and we need to purchase two starters, twenty three add-ons, and three magazine racks so the total for shelving will be thirteen thousand seven hundred and twenty dollars from Demco Company. The friends will pay ten thousand dollars and Board would pay three thousand seven hundred and twenty dollars.

A motion was made by Elson and seconded by Little to purchase two starters, twenty-three add-ons and three magazine racks from Demco Company for thirteen thousand seven hundred and twenty dollars. The Friends of the Library will pay ten thousand and the Board to pay three thousand seven hundred and twenty dollars.

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

Light House Repair will do the installation of the shelves for one thousand four hundred thirty five dollars, and it will take one week to complete the installation of the shelves. They will work around anything else that is scheduled for the Pat Huck Community Room.

A motion was made by Elson and seconded by Perrine to pay Light House Repair to install the shelves at a cost of one thousand four hundred and thirty five dollars.

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

106 West Oak Street: Jonathan Walling gave us a final report on his Eagle Project. He is officially an Eagle Scout as of January 12th, 2103. Jonathan was given a round of applause from all present. The ceremony will be held April 7th, 2013. He handed out the budget report. The budget was set at twenty thousand and he came in at nineteen thousand dollars. He will come back in the spring to put in grass seed and will let us pick out the flowers for the planters.

The Woman's Club of Troy – Dona Raish spoke on behalf of The Woman's Club of Troy. When they bought the concrete bench (that is out front) for the library, they had asked Vicky that a plaque be put on it acknowledging their contribution. There is no plaque there now so they would like an eight by twelve bronze plaque put on the bench, stating " Given in honor of The Woman's Club of Troy". Some of their members have also complained about the way the bench is leaning. She gave the printed request to Secretary Elson.

Scheller reported she had communicated with Mr. Frey from the City and the fence on the green space needs to be no less than four feet high and can be wood on three sides, the spindles being four inches apart.

Policy and Procedure's Manual update: Scheller and staff have been going through the Manual and updates are needed. They have gotten the manual down to sixty- six pages from eighty- three. The board is to read through the first thirty- one pages and see if any changes need to be made. She gave some pages where clarification is needed. Page five – access to information is the key to affect library service and a wide dissemination of techniques as endorsed including institutionalized and home bound. Should we leave in or delete? Leave the wording as is or expand on it? Page nine- fourth paragraph down Change from Millennium to Polaris generates overdo notices, fees and deposits, or Illinois Heartland System instead of Polaris? Page eleven- reference policy for overdue, lost or damaged materials, Page seventeen- maintenance replacement, does it need to be in there, page 21- book withdrawal, all pages through page 31 given to the Board to review.

New Business: Aramark Cleaning Service- Leo talked with Al on Thursday and looked into Aramark Cleaning Service to do the mats in the lobby, outside and at front door, also the area mats. They have different prices for each size mats. They would have a six foot by four foot mat at front door, from there to the second set of doors would be a three foot by six foot runner. There would be a three by five foot mat outside the front door. They proposed the replacement of the twenty- two- inch dust mop heads every two weeks and the wet mop heads once a week. They would change the mop handle frames twice a month. Their charges are twenty-six dollars every time they come so every two weeks would be fifty-two dollars and sixty cents or six hundred thirty one dollars and twenty-six cents a year. There was a discussion and the Board decided to check whether there were other cleaning business available.

Burnisher for waxing the floors- the one we have doesn't do the job well enough and we can get a high-speed burnisher for seven hundred and seventy nine dollars. The Friends of the Library will reimburse us for it.

A motion was made by Elson and seconded by Little to purchase a new burnisher for seven hundred and seventy nine dollars and be reimbursed by the Friends of the Library.

Ayes: Elson, Huck, Lindsay, Little, Perrine, Scheller and Ashcraft.
Auditor- has already been discussed.

Ethics Officer-We are in need of an ethics officer since our Policy and Procedure Manual states that a Board member will be appointed as one. A motion was made by Elson and seconded by Scheller to appoint Mike Perrine as ethics officer.

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

Mailing list- we need to check on policies and procedures to see if we need one in place.

Volunteer Dinner- Scheller and Little volunteered to take charge of the banquet. It will be held on Thursday, April 25th, 2013. Scheller will put the date on the calendar and they will get information from different restaurants.

New Rugs for Children's Programs- New rugs were needed for the children's programs and Scheller was able to purchase four new rugs at Lowe's for eighty-five dollars.

Closed Session- 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 8:21 p.m.

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

A motion was made by Elson and seconded by Scheller to negotiate with Janet McAllister for the position of Director as discussed in closed session.

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

Announcements and Adjournment: Scheller announced that her son had graduated.
There were no other announcements, so the meeting was adjourned at 9:12 p.m.