

Tri-Township Public Library
Regular Board of Trustees Meeting
Minutes
January 8th, 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 (Times- Tribune reporter) and Mark Carpenter from Ittner.

Input to agenda: Board- needs to vote again on November minutes, as we didn't have a full quorum.

Communications: Letter from Mr. Eastman.

New business: Insurance

Public-none

Approval of Minutes: A motion was made by Scheller and seconded by Perrine to accept the minutes from the December 4th, 2012 regular meeting as presented.

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

A motion was made by Scheller and seconded by Lindsay to accept the regular meeting minutes from November 6th, 2012 as presented.

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

Done 12/4/12

Treasurer's Report: We are in good standing with all money per budget.

Director's Report: We had a great turnout for the Henning Santa Breakfast. Statistics are attached.

Maintenance: We had our scheduled PM for the furnace. We need to replace a part on the circulating board. The part cost three hundred and forty five dollars, labor was one hundred and fifty eight dollars and maintenance was six hundred and eighty six dollars for a total of one thousand one hundred thirty nine dollars. A motion was made by Perrine and seconded by Lindsay to pay Belo one thousand one hundred thirty nine dollars.

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

Windows: tabled.

Resurfacing: Islands have been damaged and need alternatives. Table until spring.

Mark Carpenter: 1) Scheduling for installation of handicap accessible walkway. Contractor will start on March 1, 2013 due to the closure of the asphalt plant. The grades for the alleyway was fine but the cross slope needs five more feet of curb and gutters, and more asphalt will be needed. The added expense will be two thousand three hundred and fifty two dollars and forty six cents. The original cost was thirty three thousand eight hundred dollars.

A motion was made by Scheller and seconded by Little to approve the rate adjustment of two thousand three hundred fifty two dollars and forty-six cents to cover the graduation change.

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

Nays: Lindsay and Perrine.

Elson stated that a gentleman came in and complained to Jim that our patrons are blocking his car when they park on the street. His car is parked on the grass behind his home. There is no driveway and Jim told him there is nothing we can do about it.

Old Business: 106 West Oak Street: Final report on Eagle Project tabled until next meeting.

Privacy fence and fountain: We need to finish putting up fencing. There was discussion about use of chain fencing or staggered wood. We need to check with city of Troy to see how high the fence needs to be. Neal Plumbing proposed installing the fountain from the access already in place for a cost of Nine thousand eight hundred fifty six dollars, one half due on acceptance and one half on completion. There was discussion about whether there was a need for the fountain. A motion was made by Little and seconded by Scheller to halt the fountain project at this time.

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

It was decided to table the fence at this time and research the city's requirements and alternatives.

We did cut Jonathan Walling a check for one hundred fifty three dollars and sixty-six cents for the extra sand needed and for rental equipment.

President Ashcraft stated that we have a candidate here for position of Director and we need to go into closed session.

A motion was made by Little and seconded by Scheller to go into closed session for matters regarding employment, compensation, discipline or dismissal of a specific employee at 7:30 p.m. We returned to open session at 8:35 p.m.

New Business: Policy Manual: Scheller and employees have reviewed the policy manual and the procedure manual needs to be condensed and revised. It has not been updated in fourteen years. Scheller did not know how to present it to the board. There was discussion and policy is to be presented to the Board at first meeting, review and changes at second approval meeting and approval at third meeting. It was decided that the policy should be presented in sections and the first section is to be presented at the next meeting. Scheller suggested that after completion we add a link to the soft copy to the website.

Shelving for Friends of the Library: We had talked about shelving and Friends are going to pay for part of it. Scheller wanted to know if we could go with a better quality shelving with wood trim as we may use them in the future for other programs. They would need three starter units, twenty-one add on units, and three magazine racks also. The total cost would be eighteen thousand five hundred and nine dollars and seventy-four cents. The Friends have twelve thousand to donate toward the purchase of the shelves and it would take about eight to twelve weeks for delivery. A motion was made by Perrine and seconded by Little to approve the going forward of checking into the shelving and installation project with the Friends of the Library.

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

Insurance: In researching for the candidate's one question was insurance. Scheller has asked Mr. Eastman to research the ruling in Obama care to see if we will need to offer it to all employees in 2014.

Communication: We received a letter from Plummer Business Drive appealing their property tax and Mr. Eastman is going to court on our behalf.

Janitorial: There have been complaints from patrons and staff regarding the cleanliness of bathrooms, cobwebs in the stairwells and general cleanliness in the library. Scheller and Elson inspected the bathrooms and found that the bases of the toilets, the doors, stalls and walls are all in need of better cleaning. The guidelines for the janitor position are too general. The janitor works just three hours a day Monday thru Friday and starts work at 8:00 a.m. This is something, which needs to be addressed.

Announcements and Adjournment: There were no announcements so the meeting was adjourned at 8:58 p.m.