

Tri-Township Public Library  
Board of Trustees Meeting  
Regular Minutes  
June 4, 2013

The meeting was opened at 7:08 by President Ashcraft.

Roll Call: Elson, Huck, Lindsay, Little, Perrine, Scheller and Ashcraft.  
Present from the public were David Cassens (Librarian), Norma Mendoza (reporter for Times-Tribune), Kari Unterbrink, and Norma Sidener.

Input of Agenda Items: Board-Swearing in of Officers, appointment of Trustee, and under Old Business-windows.

Public- None

Swearing in of Officers: Secretary Elson swore in President Ashcraft, Vice-President Lindsay, Secretary Elson and Treasurer Scheller.

A motion was made by Elson and seconded by Scheller to appoint Katy Little to the vacant Board of Trustee position.

Ayes: Elson, Huck, Lindsay, Perrine, Sheller and Ashcraft.

Approval of Minutes: A motion was made by Scheller and seconded by Perrine to accept the minutes of the May 7<sup>th</sup>, 2013 regular meeting as presented.

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

A motion was made by Scheller and seconded by Elson to accept the minutes of the May 13<sup>th</sup>, 2013 special meeting as presented.

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

A motion was made by Scheller and seconded by Elson to accept the May 7<sup>th</sup>, 2013 closed session meeting minutes as presented.

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

A motion was made by Scheller and seconded by Perrine to accept the closed session meeting minutes from May 13<sup>th</sup>, 2013 as presented.

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

Treasurer's Report: We are still on budget for the year and are good until the end of the month.

Director's Report: David Cassens (new Librarian) reported on his first week. He has taken back some of the duties that had been given to staff members while there was no director such as paying the bills. He has met individually with most of the staff and has reallocated some responsibilities for increased efficiency and is planning for evaluation reports that will be scheduled in the near

future. Director will be going to the first semi-annual Share meeting on June 12<sup>th</sup>, 2013 to get acquainted with other members of the IHLS system.

The Appropriation Ordinances have been completed and sent to Mr. Eastman to check them over. We have received the Per Capita Grant money for 2013 in the amount of thirteen thousand five hundred eighty dollars and thirty nine cents.

Items for discussion or vote are on the agenda separately and statistics are attached.

Old Business brought forward: Baugher Financial Representative Kari Unterbrink (Account Executive) presented Health Care Insurance information and will work up programs available for the Board to consider. A committee consisting of David Cassens, Scheller and Elson was formed to check on the insurances available.

Maintenance: Air duct cleaning- Lindsay will set up another appointment with Stanley Steamer as their representative couldn't come because of the storm.

Resealing of parking lot- we have received a bid from Bi-State Sealing for resealing the parking lot. Material prices have gone up and as the cracks are worse it will cost one thousand one hundred eighty five dollars for sealing, materials-one thousand five dollars, and sealing four hundred and fifty dollars for a total of three thousand eighty five dollars.

A motion was made by Scheller and seconded by Little to have Bi-State seal the parking lot and restripes it for three thousand eighty five dollars.

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

Removal of berms: We received a bid of eight hundred dollars from Bi-State to remove the berms and dirt from the parking lot.

A motion was made by Scheller and seconded by Elson to accept the bid from Bi-State to remove the berms and dirt from the parking lot for eight hundred dollars.

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

Landscaping of green space: design and maintain-The first trellises for the climbing rose has been put into place. Scheller will go to Market Basket and get the retaining wall. A committee was named consisting of Director, Scheller, Elson and one staff member (to be named) to get information and decide on benches and tables to be installed in the green space.

North stairwell: one half of the cleaning of the stairwell has been completed. The Quilters have been given shelving for their materials. There is too much shelving so that which is no good will be scrapped. All the other shelving is usable. There are four table carts and we are only using two. Scheller said she would build something wooden to make a bin and Elson volunteered her husband to help.

Communications: We have received a communication from the auditor, MyronThompson and Company. They will do the audit for us at a cost of six thousand five hundred dollars, which is what they have been charging us. Scheller suggested checking with Maryville Library to get information on other auditors and also get a list of the services our auditor provides.

Old Business: Policy and Procedure Manual: Manual now allows up to five hundred dollars Director can spend before needing Board approval. Scheller suggested changing this to one thousand and up to five thousand with approval, also changing amount on bids to twenty thousand and get more than one bid. She will get guidance from Mr. Eastman and have policy written up for vote at next meeting.

Windows: Scheller spoke with Wilke Door and window and they do not do Pella windows which we have. We would lose our warranty if we did not go with Pella. Wilke will caulk the windows for us and Lindsay will check at Lowe's with a Pella representative to look at the windows and also give us a bid for the caulking. They will also give us an estimate on the window next to Robin's work station. Lindsay will also check to see if we have screens for the windows.

Aramark: We are going to have them change out the carpets and mop heads every week instead of every two weeks.

New Business: Security Bonds- The security bonds for the President, Director and Treasurer are due to be renewed on June 27, 2013.

A motion was made by Elson and seconded by Little to set the bond for the President at one thousand dollars.

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

A motion was made by Elson and seconded by Perrine to set the bond for Treasurer at three thousand dollars.

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

A motion was made by Elson and seconded by Little to set the bond for the Director at one hundred thousand dollars.

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

Prevailing wage Ordinance 13/14-14: Resolution of Determination of Prevailing Wage Rates June 2013 Whereas, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended and

Whereas, the aforesaid Act requires that the Tri-Township Public Library District investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Madison County employed in performing construction of public works, for Tri-Township Public Library District; A motion was made by Scheller and seconded by Elson to accept the resolution of determination for Prevailing Wage Rates Ordinance 13/14-14.

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

Out of District fees for new fiscal year: the fees paid last year were ninety two dollars and fifty cents. The patrons have all the same privileges as those in the district. The new fees would be ninety six dollars and thirty two cents as prescribed by taxation rules. It was decided after discussion to just charge ninety six dollars for new out of district patrons.

A motion was made by Scheller and seconded by Perrine to charge ninety six dollars for out of district patron fees.

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

Employee Salaries: The Board will set up a salary committee to evaluate pay scale rates and vote on salary increases at the next Board meeting.

IMRF Contribution Amount: twenty thousand forty eight dollars has been contributed as of December 2012. The percentage rate has gone down. The actual amount approved by the budget committee will be three thousand dollars more due to an increase in the tax levy of five percent. It was decided to ask for only a portion of the increase at the Truth and Taxation meeting next month. A motion was made by Elson and seconded by Scheller to accept the budget amounts as proposed for public viewing.

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

Microfilm Machine: The machine has broken and the part cannot be replaced as the machine is outdated. Jeanne Sagovac has spoken with the Historical and Genealogical Societies and they do not want it. Director will place it on our website and if no one wants it, it will be thrown out.

Gale sites on Database: The gale sites on our database are up for renewal. The cost is four thousand one hundred and sixty three dollars. A motion was made by Elson and seconded by Scheller to pay IHLS four thousand one hundred and sixty three dollars for our renewal fee.

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

ADA Compliance Bills: we have a bill from Tipton Concrete for twenty three thousand two hundred twenty dollars. There are some things not done correctly so a motion was by Scheller and seconded by Little to pay for the work only, less ten percent.

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

A motion was made by Scheller and seconded by Elson to pay Tipton Concrete nine thousand three hundred and seventeen dollars and twenty one cents with ten percent until completion.

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

Closed Session: None.

Announcements and Adjournment: There were no announcements so the meeting was adjourned at 9:02 p.m.