

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

Vice-President Lindsay called the meeting to order at 7:07 p.m.

Roll Call: Elson, Huck, Little, Perrine, Scheller and Lindsay. Absent: Ashcraft
Present from the public were Norma Mendoza (reporter from the Times- Tribune), Lois Adamite, Alan Adamite and Norma Sidener.

Input of Agenda Items: Board- Maintenance- North side
Public –A donation by Adamites.

Approval of Minutes: A motion was made by Scheller and seconded by Elson to accept the regular meeting minutes of February 5th, 2013.

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

Treasurer's Report: We are basically solid. Some additional tax payments have been received but there is no need to transfer any monies.

Director's Report: There were ninety-five teens at the eighth grade WEBTOOLS TOUR. This is one of the largest groups we have had. It is encouraging to see teens involved at the library. Statistics are included.

Maintenance: Burnishing cream and pads are needed as none came with the burnisher.

Air duct cleaning- Leo will check into companies. Resealing of the parking lot (Norma will check the minutes for name of company), removal of parking lot berms and landscaping of the green space and pruning (possibly a boy scout project) will be held over until next month.

North Stairwell Cleaning – The storage area used by the quilting club needs to be cleaned out. The North exit door sticks and when Lindsay checked it was discovered the alarms were dead. The batteries have been replaced and they are put on a schedule for replacements. Lindsay will have Lighthouse inspect the door to see what can be done. One of the reasons for the problem with the door is that the building is moving due to mine subsidence.

Lois and Alan Adomite came to present the library with checks in the amount of one thousand and ten dollars total in memory of Lois's mother and Adam's grandmother Norma Jean Lenny who had been a trustee and was very active in helping to secure the building for the library. They handed out pictures of Norma and others at the library. They would like part of the money to go to the Friends of the Library also. It was decided to give four hundred dollars in checks to the Friends of the

Library and six hundred and ten dollars in checks and cash to the Library. Lois said her mother was always interested in the children at the Library so she would like to have some of the money go to the children's librarian. The library had already received one hundred thirty dollars in donations in memory of Norma. The trustees thanked the Adomites and Elson took pictures of them presenting the checks. The friends said to give all the money to the library and Scheller will check with Robin (children's librarian) Friday to see what she needs.

Communications: A letter has been received from the Department of Labor and Mr. Eastman has advised us to redo our cover letter as the department wants nine items and we are only able to provide two since all the particulars have not been given to us. This concerns the owner of the concrete company who worked on the West Oak Street project. Scheller has sent the draft to Mr. Eastman but has not heard back from him yet.

Old Business: Windows- Huck has called Mr. Eastman and also Wilke Window and Door but Scheller asked her not to have anyone come out since she (Scheller) has been in contact with Act On Energy through Ameren Illinois. We as an Ameren Customer are part of their Act On Energy and they referred her to Smart Energy Design Center and as a service free of charge they will send someone out to give us a complete evaluation on all our energy problems including the windows and also our computers. We will possibly be able to get refunds from Ameren and even Federal Government depending on what we decide to do after the evaluation.

Accessibility Improvement Project: A tentative start date of March 28th, 2013 has been set for demolition. Mark Carpenter, Dale Tipton and Jim Stuller met and checked the parking lot and four stalls will need to be used for equipment. It will take five to seven days for demolition and a total minimum of three to four weeks for completion. We have received a bill from Ittner for services rendered in a total of eight hundred seventy four dollars and forty-six cents.

A motion was made by Elson and seconded by Little to pay Ittner eight hundred seventy four dollars and forty-six cents for work to date.

Ayes: Elson, Huck, Little, Perrin, Scheller and Lindsay.

Absent: Ashcraft.

Volunteer Banquet: Scheller has contacted the Pasta House Company. They will cater and bring the food to the site. They have two kinds of feasts. Their Roman feast consists of toasted ravioli, MT. Vesuveus chicken fillets, mosscacolli with meat or tomato sauce, special salad, pasta con broccoli or fettuccine alfredo and rolls at a cost of one hundred thirty dollars for every group of ten. They offer their cheesecake or Carmel fudge cake at a cost of thirty-two dollars each. We decided to check with a local bakery in St. Jacob (It's a Piece of Cake) for the cake. We decided to have the notebooks again and Scheller will check on gifts.

Director Search: Our offer was declined from the previous applicant so we have rerun ads giving applicants until March 15,2013 to reply. We have three possible applicants already and when others are received Leo, Jim, Denise and Kathy will narrow them down to four and will conduct phone interviews.

Policy and Procedure: a question was raised about page five dealing with inbound patrons. It was suggested to advertise to the nursing homes and Liberty Village that we have service and can make

it available to them. On pg. 9 the Library replacement changed from Millennium to Heartland maintenance can be removed, then the pages 1 through 31 can be voted on as amended.

A motion was made by Elson and seconded by Little to accept pages one through thirty-one of the Policy and Procedures Manual as amended.

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

Absent: Ashcraft.

Pages 32 through 66 have some corrections needed. Pg.41- highlighted names and phone numbers for service providers will be updated. Pg. 53 has an ordinance setting forth purchasing policy through 1998 needs to be voted on or should not be in manual. Check with Mr. Eastman. Pg. 54 – mailing list is obsolete does it need to be taken out? Pg. 63-very bottom-roman numeral 2-section b. - FOIA –instead of listing a specific name just says Director of Tri-Township Library District.

Compassionate leave: Our personnel policy manual needs to be amended. It now states three days leave per year. We can amend it to twelve days per year. Three days paid and any other days on staff members own time. We also want to make available for grandparents, parents and siblings as well as spouse and children, also to include spouse family members. We will rewrite policy and vote on it at next meeting.

New Business: Disaster Preparedness: tabled until next meeting.

Opening hours after Polaris Training: Would like to stay closed until noon after staff meeting on Friday March 8th, 2013 to learn the system. Scheller would also like to have Board provide lunch for staff.

A motion was made by Elson and seconded by Little to approve closing the library until noon on Friday, March 8th, 2013 so training on Polaris can be given to staff members and to provide lunch for staff with cost not to exceed one hundred dollars.

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

Absent: Ashcraft.

Health Insurance: Scheller has consulted with Baugher Financial Group in Glen Carbon. She has talked with Ann Hughes from the Glen Carbon Public Library. She also checked with United Health Care. Ann said for three employees it cost eight thousand nine hundred eighty-two for medical, for dental nine hundred forty three, vision-one hundred ninety-six, disability-six hundred fifty-nine and life five hundred eighty one. We would not have to offer all of these. In our library only one person would waive insurance. Cahokia deals with an insurance company in St. Louis. We would prefer to deal local. We will need to see what she can give us. We would only cover employees and pay only ninety percent. There was discussion.

Computer room support Da-com or SAMS P.C. Scheller checked with Jim and it would be better to go with Da-Com rather than having to learn another computer system. DA-Com will give us the same rate as last year and they will be checking on Polaris. One year will cost us one thousand thirty seven dollars and eighty-five cents.

A motion was made by Elson and seconded by little to renew our contract with Da-Com support for one thousand thirty seven dollars and eighty-five cents.

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

Absent: Ashcraft.

Machine for accepting payments via credit card: The staff would like to have a card reader at the circulation desk. There are two options-VX-570 ether net line or VSB wireless for fewer than four hundred dollars. This seems to be the better system.

A motion was made by Elson and seconded by Perrine to get a VSB credit card reader to be mounted at one of the terminals at the Circulation desk.

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

Absent: Ashcraft.

Encyclopedia on-line; a bill has come in from Encyclopedia on-line for six hundred twenty five dollars. A motion was made by Elson and seconded by Little to pay Six hundred twenty five dollars to Encyclopedia on –line.

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

Absent: Ashcraft.

Donations: A donation was made by the Troy Genealogical Society for one hundred dollars and one from Reba Mathis for twenty five dollars to Pay for HQ an on-line genealogical magazine.

Closed Session: None

Adjournment: The meeting was adjourned at 8:52 p.m.