

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
May 7, 2013

Vice- President Lindsay opened the meeting at 7: 10 p.m.

Roll Call: Elson, Huck, Perrine, Scheller and Lindsay. Absent: Ashcraft and Little.
Present from the public were Norma Mendoza (reporter from Times- Tribune), Jonathan Walling,
Cory Humphrey, Julia Vaughn and Norma Sidener.

Input of Agenda Items: Board _ Communications: State Farm
Maintenance- elevator
New Business- Illinet

Public – None

Election of Officers: Pat Huck and Melanie Elson were each voted into a six-year term on Election Day,

Election of officers: A motion was made by Perrine and seconded by Huck to retain the officers we now have, Dennis Ashcraft- President; Leo Lindsay- Vice- President, Melanie Elson- Secretary, Kathy Scheller- Treasurer.

Ayes: All.

Absent: Ashcraft and Little.

Scheller swore in Melanie Elson and Pat Huck.

Approval of Minutes: A motion was made by Scheller and seconded by Perrine to accept the April 2, 2013 regular meeting minutes as presented.

Ayes: Huck, Perrine, Scheller and Lindsay. Abstain- Elson.

Absent: Ashcraft and Little.

A motion was made by Scheller and seconded by Elson to accept the closed session minutes from April 2, 2013, as presented.

Ayes: Huck, Perrine, Scheller and Lindsay. Abstain- Elson.

Absent: Ashcraft and Little.

A motion was made by Scheller and seconded by Perrine to accept the open minutes of the special meeting on April 8, 2013.

Ayes: All.

Absent: Ashcraft and Little.

A motion was made by Scheller and seconded by Elson to accept the closed session minutes of the April 8, 2013 special meeting.

Ayes: All.

Absent: Ashcraft and Little.

Treasurer's Report: Treasurer reported there are only two months left in this fiscal year. We are over budget on income but every thing is good.

Director's Report: The statistics will look different now as we are in the Polaris system. The statistics are enclosed. The programming report is very good and we are getting ready for the summer reading program.

Maintenance: We will table the air duct cleaning until next meeting.

Resealing the parking lot: we hope to get it done by June but have not received word back from Bi-State. Tabled until next month.

Parking lot berms: the plants have been removed and replanted in green space. We have asked Bi-State if they will remove them.

Landscaping of green space – some planting has been done. Julia Vaughn presented a landscaping proposal. She showed a sketch of the green space and pictures of the flowers, bushes and/ or trees she would recommend we use. Some plants have already been bought, as well as some flowers, which have been donated. She explained that we would need a retaining wall to keep the water from washing away the grass seeds and soil.

Jonathan Walling introduced Cody Humphrey and said he and other boy scouts would be willing to help with the planting and maintenance of the green space in order to obtain badges.

A motion was made by Perrine and seconded by Elson to allow no more than four hundred dollars for a retaining wall along the alley way behind the library on the west side.

Ayes: Elson, Huck, Perrine, Scheller. Nay: Lindsay.

Absent: Ashcraft and Little.

~~The cleaning of the north stairwell was tabled until next meeting.~~

The elevator was making a lot of noise and acting funny during the election.

It cost one thousand one hundred thirteen dollars and eight six cents for Kohn Elevator Company to come and do the repairs needed. A motion was made by Elson and seconded by Perrine to pay the Kohn Elevator company one thousand one hundred thirteen dollars and eighty-six cents for elevator repairs.

Ayes: All

Absent: Ashcraft and Little.

Communications: Scheller called Mr. Eastman to see what we needed to do about Little's position, as she did not get her petition in on time to be voted on at the election. He said we did not need to post the position for three weeks in the newspaper to see if any one else would be interested in the position. Little may also apply again at the next election.

Mr. Eastman was asked about budgeting in an assistant director position to the library staff. We can only increase our taxation to five percent before it would have to go to a public vote. This would only net us another twelve grand. We must budget for it before adding the new position. Our fiscal year ends on June 30, 2013, so we would have to add this to the budget for next fiscal year before voting on a new position.

We received a bill from State Farm Insurance Company for three thousand seven hundred forty six dollars for our annual fire and casualty insurance.

A motion was made by Elson and seconded by Perrine to pay State Farm Insurance company three thousand seven hundred forty –six dollars for our fire and casualty insurance.

Ayes: All

Absent: Ashcraft and Little.

Old Business: Windows- SEDAC said we should stay with local company to get windows. Wilke Window and Door will fix the windows that won't close properly. They recommend UV coating on the library windows but that would violate our warranty on the windows. Scheller suggested we could look into shades if we are worried about sun damage to the books. She will investigate or turn this over to the new director.

Insurance-Scheller recommended that we have both Braugher Financial from Glen Carbon and the Illinois Library Association Insurance Company come in and see what each has to offer. These are both brokers and can offer us different companies to work with. Since our budget is set in July it was recommended we have them come in June, as Insurance compliance will begin in 2014.

ADA Compliant Sidewalk-All work has been completed except for the railings.

Volunteer Banquet: We had a very nice dinner and the only complaint was that some volunteers did not get their gift. Scheller had to get ten extra gift cards, so next year we need to make sure only volunteers receive the gifts and not family members who are in attendance.

Meeting Ordinance: A motion was made by Elson and seconded by Scheller to pass ordinance 13/14-13, an ordinance setting forth the time and place of the regular meetings of the Tri-Township Public Library District, Madison County, Illinois. Be it ordained by the Board of the Library Trustees of the Tri-Township Public Library District, Madison County, Illinois, that the regular meetings of the Board of Trustees for the fiscal year 2013-2014 shall be held in the Board room of the Tri-Township Public Library District, 209 South Main Street, Troy, Illinois, on the following dates at 7:00 p.m.:

Regular Meeting Calendar
Tri- Township Public Library District
Fiscal Year July 2013-June 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

This Ordinance is effective immediately on adoption.
Ayes: All

Absent: Ashcraft and Little.

Compassionate leave: Scheller informed the Board that after looking at the Personnel file concerning compassionate leave that the whole personnel manual needs to be overhauled and also there have been no annual reviews for the staff and director. These need to be reinstated.

Policy and Procedure Manual: Review Personnel Policy.

New Business: Fencing and Parking- tabled until next meeting.

Budget Committee_ Perrine, Scheller and Director were appointed to be the Budget Committee.

Illinet- our annual fee is due for fiscal year 2013-2014 in the amount of eight hundred seventy –five dollars. A motion was made by Elson and seconded by Scheller to pay eight hundred seventy five dollars to Illinet OCLC.

Ayes: All

Absent: Ashcraft and Little.

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: All

Absent: Ashcraft and Little

The Board went into closed session at 9:08 p.m.

The Board returned to open session at 9:12 p.m.

A motion was made by Elson and seconded by Scheller that we approve the staff giving their vacation time at their will to another employee who is ill.

Ayes: All.

Absent: Ashcraft and Little.

Announcements: Scheller announced that her father is having surgery on Thursday for cancer on his spine. Our prayers are with the family.

The meeting was adjourned at 9:15 p.m.

Tri-Township Public Library
Board of Trustees Meeting
Special Meeting Minutes
May 13, 2013

The special Board meeting was opened at 7:08 p.m. with Vice- President Lindsay presiding.
Roll Call: Elson, Huck, Perrine, Scheller and Lindsay. Absent: Ashcraft and Little.

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

Absent: Ashcraft and Little.

The special meeting reopened at 7:41 p.m.

A motion was made by Elson and seconded by Perrine to offer the position of Director to David Cassens, with a starting salary of forty four thousand dollars and a bonus of one thousand dollars at six months upon completion of a satisfactory review, and another bonus of a thousand dollars after one year upon completion of a satisfactory review.

If he requests more Scheller is authorized by the Board to offer up to forty six thousand dollars with the bonuses. He will have until Friday, May 10, 2013 to respond.

Ayes: All.

Absent: Ashcraft and Little.

The meeting was adjourned at 7:45 p.m.

DATE ERROR ??