

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
January 5, 2016

The meeting was called to order at 7:00 P.M.

Roll Call- Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.

Present from the public were David Cassens II (Director of the Tri-Township Public Library), Norma Sidener (secretary assistant for the Board), and Norma Mendoza (Reporter for the Troy Times-Tribune).

Input of Agenda Items- New Business: 5-10 Year Plan

Approval of Minutes-

- a) A motion was made by Scheller and seconded by Perrine to approve the December 1, 2015 regular meeting minutes.
 - a. Ayes: Lanahan, Perrine, Robinson, Scheller, and Ashcraft. Abstain: Elson and Huck.

Treasurer's Report- A coffee income line was added to the budget report, but does not appear to be accounted for correctly. This will be rectified as the coffee station generates approximately \$5-10 a month. Taxes are still rolling in, but will slow down in the next month.

Director's Report-

- We have finalized the paperwork with AT&T regarding our internet upgrade. The installation cost was lowered to \$3,900 and we are just awaiting an installation date.
- Our Polar Express program was a massive success.
- HR Block will be doing taxes for free in the library this year. Services will occur Wednesdays & Friday from February 3rd-April 15th except on booksale Fridays (2/5, 3/4, 4/1) and Good Friday (3/25).

Maintenance-

- a) We received an invoice from Bel-O Man for our yearly maintenance and humidifier replacement on the furnace for \$1,336.
 - a. A motion was made by Sheller and seconded by Elson to pay the Bel-O Man invoice of \$1,336.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.

Communication- None

Old Business-

- a) Green Space- The winterization is done. We are considering covers for the tables. Planning has begun for the Jeanne Simon section of the garden.

New Business-

- a) Ittner Facility master plan fee: As part of the 5-10 year planning committee proceedings, Ittner was contacted to create a possible library remodel blueprint. The fee was \$2,558.15.
 - a. A motion was made by Elson and seconded by Robinson to pay Ittner the blueprint fee of \$2,558.15.
 - i. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.
- b) 5-10 Year Planning Committee:
 - a. Mission Statement. We currently have two mission statements; one on the website and one in the handbook. The 5-10 Year Planning Committee has proposed this updated and revised mission statement: *The Tri-Township Public Library District aims to be the heart of the community by improving and enriching the lives of its users through information, education, and recreation. It seeks to empower users by providing well-organized and up-to-date collections, access to emerging technologies, friendly service, and a well-trained staff committed to the library vision.*
 - i. A motion was made by Elson and seconded by Lanahan to adopt the proposed mission statement as presented.
 - 1. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.
 - b. We reviewed the 5-10 year plan contents. The blue print created by Ittner will be provided and presented at next month's board meeting. Some goals and objectives were clarified, specifically how we would consider being more eco-friendly.
 - i. A motion was made by Elson and seconded by Lanahan to accept the 5-10 year plan as presented.
 - a. Discussion: Would it be better to view the proposed Ittner plans prior to approving the plan? It was determined that the plan is more of a guiding document than concrete facts.
 - 1. Ayes: Elson, Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft.

Closed session- None

Announcements and Adjournment- 7:32 PM