

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
February 2, 2016

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

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

Present from the public were David Cassens II (Director of the Tri-Township Public Library), Myron Thompson (Auditor), and Norma Mendoza (Reporter for the Troy Times-Tribune).

Input of Agenda Items-

- a) Board: New Business- Annual Volunteer Banquet
- b) Board: New Business- Library cleanliness

Approval of Minutes-

- a) A motion was made by Scheller and seconded by Lanahan to approve the January 5, 2016 regular meeting minutes as presented.
 - a. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft. Absent: Elson.

Treasurer's Report- We continue to be solvent and are inching ahead. We are not behind on anything. IMRF and Social Security contributions are on target with no adjustments currently. The coffee line still needs to be added to the report.

Director's Report-

- David met with Moonlight Computing to discuss a website redesign that coincides with our 5-10 year plan. They also discussed auto-adjusting the website for mobile optimization and ensuring ADA compliance.
- David will be attending the ILA Library Legislative Meetup.
- AT&T have installed the hardware and we are just waiting on the router and cable switchover.
- The library attorney reported that the property owner next door is not negotiating regarding our request for a first right of refusal.
- Our checkouts, computer usage, and wi-fi usage are all up!

Maintenance- None

Communication-

- a) Auditor: Myron Thompson was present at the meeting to provide an overview of our annual audit.
- b) The financial section is complete. The library is in sound fiscal shape. There have been some changes to the IMRF documentation and notes section that are requiring extra

efforts to ensure wording compliance. This section is going from 2 to 15 pages. Myron is looking at what other auditors are doing for wording examples. The library overpaid IMRF by about \$4,000 over time. This is not necessarily a bad thing. We really are sound and have no major outstanding debts. We have more revenue and less outgoing money which is fine since we are planning for future endeavors. Since we have earmarked these funds for a specific purpose, they are covered in the event someone questions the money.

Old Business-

- a) Green Space- None.

New Business-

- a) Blueprints of Possible Remodel: Robinson and Cassens presented the possible remodel blueprints drawn up by Ittner at the request of the 5-10 year planning committee. There are several ways to reorganize and restructure the upstairs area that provides more floor space and computer areas. Adjustments would need to be made, but overall they were well received. The bottom floor was more difficult. Essentially we gained a dedicated computer lab, but lost programming space due to excessive storage spaces. This did not meet with board approval based on requested needs. Scheller reminded the board that there is \$588,000 in the building fund and if \$50,000 is kept in reserve that still provides us with a significant amount of working capital.
- b) Board Member Remote Attendance Policy: Elson was not present at the board meeting, but requested that remote attendance policy be drafted for consideration. Under the proposed policy, when a board member is sick or out of town on business they would be able to remote in for participation. There is some concern over their ability to actually cast a vote, but board members wanted time to review the proposed policy before voting. It was tabled for the next month.
- c) Annual Volunteer Banquet: Volunteer Appreciation week is April 10-16. We have elected to go with Thursday, April 21 at 6 PM in the library downstairs. This year's theme is "Volunteers. Giving Time. Touching Hearts." We will continue to have a fully catered service. We have tentatively decided on Fire & Smoke in Troy. This year's appreciation gift will be an aluminum wallet with a small gift card inside. Scheller has already purchased 3 Samsung Galaxy 2.0 tablets and will purchase more gift cards for prizes.
- d) Library cleanliness: Robinson explained that the library is looking rather dingy. Lots of filthy spots in public and staff bathrooms as well as a rather dirty tile floor. There was discussion of past reports of issues, the trial and error of cleaning products, and the duties expected of the sole employee. Cassens will contact Aramark and Cintas for assessments and estimates for needs. There will be a consideration of increased hours based on amount of duties and the possible addition of an employee. These decisions will be made after assessments.

Closed session-

- a) A motion was made by Robinson and seconded by Scheller to open a closed session for matters regarding meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.
 - i. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft. Absent: Elson

Regular meeting closed: 8:12 P.M.

Regular meeting reopened: 8:32 P.M.

Announcements and Adjournment- 8:32 P.M.