

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
March 1, 2016

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

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

Present from the public were David Cassens II (Director of the Tri-Township Public Library), Norma Sidener (secretary assistant for the Board), Justin Moses and Amy Renner (Cintas representatives), and Brian and Jared Willis (working toward the Communication merit badge for Boy Scouts of America)

Input of Agenda Items- None

Approval of Minutes-

- a) A motion was made by Scheller and seconded by Lanahan to approve the February 2, 2016 regular meeting minutes as presented.
 - a. Ayes: Huck, Lanahan, Robinson, Scheller, and Ashcraft. Abstain: Elson. Absent: Perrine.
- b) A motion was made by Scheller and seconded by Lanahan to approve the February 2, 2016 closed meeting minutes as presented.
 - a. Ayes: Huck, Lanahan, Robinson, Scheller, and Ashcraft. Abstain: Elson. Absent: Perrine.

Treasurer's Report- Coffee, notary fees, and earbuds all have individual lines, even though they are not reflected yet in the report. This will be corrected. We're still on target for income and expenditures.

Director's Report-

- Jim Stuller handed in his official letter of retirement effective August 1, 2016.
- David attended the ILA Library Legislative Meetup in Edwardsville. He learned that we're still in a holding pattern regarding the state budget.
- AT&T internet installation is finished.

Maintenance- None

Communication-

- a) Cintas: Justin Moses and Amy Renner presented two different proposals from Cintas regarding library routine and deep-treatment cleaning services.
 - a. Deep-treatment: This would occur 1 to 2 times a year. It's complete mobile and self-contained; they provide and remove all the water used in the steam cleaning and sealing protectant of the tile and carpet. It has a 4 hour drying time and can be done when the library is closed so it won't disrupt service. It is completely customizable and they offer air movers should we prefer faster drying times.

- b. Routine cleaning: This is a more comprehensive partnership where all materials are provided, monitored, and adjusted as needed based on consumption. All dispensers for products are free of charge, we only pay for the product consumed. There is a request for 90 day notice of cancellation, to give them time to attempt to accommodate and deficiencies, and no cancellation fee. It costs the same as the limited services we already have.

Old Business-

- a) Green Space- We selected the Star Magnolia and Nelly Moser Clematis as the new flower additions to the Green Space.
- b) Board Member Remote Attendance Policy- The policy was presented at the last board meeting. The final clarifications are
 - a. Remote board members must be voted in for each session
 - b. Remote board members may vote
 - c. Remote board members cannot sit in closed sessions
 - d. A physical quorum must still be present in order to hold the meeting
 - i. A motion was made by Scheller and seconded by Elson to approve the Board Member Remote Attendance Policy as presented.
 - 1. Ayes: Elson, Huck, Lanahan, Scheller, and Ashcraft. No: Robinson. Absent: Perrine.
- c) Volunteer banquet- We are using Fire 'n Smoke for catering. For \$10/person we will be having brisket, chicken, salad, bread and butter, green beans, potato salad, and mac 'n cheese. Cupcakes and cookies are coming from Piece of Cake. We're expecting 75-80 attendees. The gifts will be aluminum wallets with a \$10 Bobbi's gift card inside. There will be giveaways every 10-15 minutes during the event to hand out 3 tablets and various gift cards. There will also be ukulele players for entertainment.

New Business-

- a) Reorganization of library staff and duties- When Jim retires, there will be some shifts in duties. They will be split between Debbie and Joel primarily, but we may still need to hire part-time people for desk coverage. More to come as we make our way through summer.

Closed session- None

Announcements and Adjournment- 8:11 P.M.