

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
May 3, 2016

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

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

Present from the public was David Cassens II (Director of the Tri-Township Public Library).

Input of Agenda Items- Old Business: Volunteer Banquet

Approval of Minutes-

- a) A motion was made by Scheller and seconded by Robinson to approve the March 1, 2016 regular meeting minutes as presented.
 - a. Ayes: Huck, Robinson, Scheller, and Elson. Abstain: Perrine. Absent: Lanahan & Ashcraft.
- b) The April 5, 2016 regular meeting minutes approval was tabled.

Treasurer's Report- We are financially sound and getting ready for the budgetary process.

Director's Report-

- The removable partition in the community room was damaged & has been repaired.
- Wasp nests on the south side of the building have been taken care of.
- AT&T issued a refund check of \$1,000 due to an overpayment.
- The state mandated transfer of our Illinois Funds accounts has been completed.

Maintenance- None

Communication- None

Old Business-

- a) Green Space- Jacob Wirth, a Boy Scout seeking his Eagle, is completing his project proposal involving planting of the Jeanne Simon Memorial Garden, restricting of the brick wall, and possibly a bench donation. More information is forthcoming as he moves through the process.
- b) Cintas- The board reviewed the proposals from the March meeting in detail.
 - a. A motion was made by Perrine and seconded by Scheller to approve a one-time, deep cleaning of the library with Cintas at a cost of \$6,402.66
 - i. Ayes: Huck, Perrine, Robinson, Scheller, and Elson. Absent: Lanahan & Ashcraft.
 - b. A motion was made by Scheller and seconded by Robinson to approve a contracting with Cintas on the managed inventory proposal with a \$300 start-up cost and then payment according to usage.
 - i. Ayes: Huck, Perrine, Robinson, Scheller, and Elson. Absent: Lanahan & Ashcraft.

- c. A motion was made by Robinson and seconded by Scheller to approve a monthly cleaning service above our current, routine janitorial service at a cost of \$315 a month. This approval is contingent on the fee-free cancellation clause being included in the 3 year contract.
 - i. Ayes: Huck, Perrine, Robinson, Scheller, and Elson. Absent: Lanahan & Ashcraft.
- c) Bathrooms- The library wants to improve our ADA-compliance and eco-friendly approach by replacing the toilets and urinals in all four public bathrooms and the staff bathroom. There were two bids, both including labor and parts: Neal's Plumbing quoted \$5,654.60 and D&L Plumbing quoted \$5,600.
 - a. A motion was made by Perrine and seconded by Scheller to approve the replacement of the toilets and urinals in all five library bathrooms through Neal's Plumbing at a cost of \$5,654.60
 - i. Ayes: Huck, Perrine, Robinson, Scheller, and Elson. Absent: Lanahan & Ashcraft.
- d) Painting- The library wants to have the bathrooms, community room, columns, and entryway repainted. There were two bids: Schneider quoted \$1,805 for the painting and fiberglass protectors on the columns and Gentry quoted \$1,825 just for painting.
 - a. A motion was made by Scheller and seconded by Robinson to approve the repainting of the bathrooms, community room, columns, and entryway by Schneider's at a cost of \$1,805.
 - i. Ayes: Huck, Perrine, Robinson, Scheller, and Elson. Absent: Lanahan & Ashcraft.
- e) Volunteer banquet- There were lots of compliments about the catering from Fire 'n Smoke. The band was difficult to hear over the crowd of 80, but was appreciated all the same. The leftover food was donated to the food pantry for distribution.

New Business-

- a) Termites- It was recently discovered that the library has termites. There were two bids for immediate and annual spray and bait treatment from Brady Pest Control and Orkin. Brady quoted \$2,300 with a \$460/annual renewal fee and Orkin quoted \$1,555 with a \$300/annual renewal fee.
 - a. A motion was made by Scheller and seconded by Robinson to approve contracting Orkin to spray and bait the library for termite treatment at a cost of \$1,555 with a \$300/annual renewal fee.
 - i. Ayes: Perrine, Robinson, Scheller, and Elson. Abstain: Huck. Absent: Lanahan & Ashcraft.
- b) Overdrive-
 - a. A motion was made by Scheller and seconded by Perrine to pay the Overdrive annual invoice of \$3,580.30
 - i. Ayes: Huck, Perrine, Robinson, Scheller, and Elson. Absent: Lanahan & Ashcraft.
- c) Demco-
 - a. A motion was made by Perrine and seconded by Scheller to pay the Demco library materials invoice of \$820.09
 - i. Ayes: Huck, Perrine, Robinson, Scheller, and Elson. Absent: Lanahan & Ashcraft.

- d) Penworthy-
 - a. A motion was made by Scheller and seconded by Robinson to pay the Penworthy children book invoice of \$1,037.39
 - i. Ayes: Huck, Perrine, Robinson, Scheller, and Elson. Absent: Lanahan & Ashcraft.
- e) Building Insurance-
 - a. A motion was made by Scheller and seconded by Perrine to pay the State Farm library building insurance invoice of \$4,771
 - i. Ayes: Huck, Perrine, Robinson, Scheller, and Elson. Absent: Lanahan & Ashcraft.
- f) Staff Development Day- The library would like to be closed on Friday, May 20, 2016 for a Staff Development Day. They will be participating in a team-building experience at The Beast-Escape the Room in Maryville, having lunch, and then taking a tour of the SIUE gardens.
 - a. A motion was made by Perrine and seconded by Scheller to close the library on Friday, May 20, 2016 for Staff Development Day.
 - i. Ayes: Huck, Perrine, Robinson, Scheller, and Elson. Absent: Lanahan & Ashcraft.
- g) Meeting Dates Ordinance-
 - a. A motion was made by Robinson and seconded by Scheller to approve the Meeting Dates Ordinance 16/17-13.
 - i. Ayes: Huck, Perrine, Robinson, Scheller, and Elson. Absent: Lanahan & Ashcraft.

Closed session- None

Announcements and Adjournment- 8:14 P.M.