

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
June 7, 2016

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

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

Present from the public were David Cassens II (Director of the Tri-Township Public Library), Norma Mendoza (Reporter for the Troy Times-Tribune), and Don and Jacob Wurth (father and son working on son's Eagle Scout Project for the library).

Input of Agenda Items- New Business: Salary Committee-Closed session

Elson arrival 7:04 P.M.

Approval of Minutes-

- a) A motion was made by Perrine and seconded by Scheller to approve the May 3, 2016 regular meeting minutes as presented.
 - a. Ayes: Huck, Perrine, Robinson, Scheller, and Elson. Abstain: Lanahan. Absent: Ashcraft.
- b) The April 5, 2016 regular meeting minutes approval was tabled.

Treasurer's Report- We are solvent and doing well. The budget has been rearranged a bit and we are on target for expansions in the future.

Director's Report-

- Orkin was called and the termite treatment has begun. There was only minor damage to the front window sill.
- The new toilets have been installed.
- Cintas has installed the new air fresheners and paper tower, toilet paper, and soap dispensers.
- Cintas Deep Clean will begin June 13th after hours and go until the 15th. The other cleaning service has been tabled.
- Beginning July 1st the Overdrive Consortium will be shut down and the collection will be folded over in to the 3M Cloud library.

Maintenance- None

Communication- None

Old Business-

- a) Green Space- Jacob Wurth's Eagle Scout project is set to start on June 13th and will begin with the wall restructuring. There are plans to add a dogwood in addition to the previously-presented plans for the Jeanne Simon Memorial Garden.
 - a. A motion was made by Scheller and seconded by Lanahan to approve the Eagle Scout Project with a proposed budget of \$460 for supplies.

- i. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Elson. Absent: Ashcraft
- b) Moonlight Computing- David requested a decision regarding the website redesign and development proposed at an earlier meeting so he could plan with the company.
 - a. A motion was made by Scheller and seconded by Robinson to pay Moonlight Computing \$1320 annually to redesign, develop, and support the library website.
 - i. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Elson. Absent: Ashcraft

New Business-

- a) Policy Manual- The discussion has been tabled with a focus on the first 40 pages for the next meeting.
- b) Budget for FY2016-2017- Income was adjusted to account for the Per Capita grant no longer existing. The Accountant fees were adjusted. The Board of Trustees budget was increased to \$4000 to cover the rising costs of the annual volunteer week events. The Building Fund is accumulating well. Since money has already been allocated, there will be an emphasis on professional and collection development in the upcoming year. Voting will occur after the public hearing in July.
- c) Staffing- Jim will be leaving after July 31st and David would like to hire two part-time people to work primarily evenings.
- d) Technology Service Quote- Joe's Tech quoted a start-up fee of \$1250 and \$1000 a month for 20 hours of technology support. He agreed orally to train employees on handling situations prior to calling him out for service. We are waiting on a quote from Lazerwear.
- e) Dell Invoice- We purchased two new computers for the computer lab.
 - a. A motion was made by Robinson and seconded by Scheller to pay Dell \$968 for the two new computers.
 - i. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Elson. Absent: Ashcraft
- f) Baker & Taylor Invoice- \$810.93 for books
 - a. A motion was made by Scheller and seconded by Perrine to pay Baker & Taylor \$810.93 for books.
 - i. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Elson. Absent: Ashcraft
- g) Ebsco Databases- These are some of our most popular databases. The renewal is \$3845
 - a. A motion was made by Lanahan and seconded by Robinson to pay Ebsco the annual renewal fee of \$3845 for continued database access.
 - i. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Elson. Absent: Ashcraft
- h) Resolution for public hearing on budget and appropriation ordinances FY2016-2017-
 - a. A motion was made by Robinson and seconded by Scheller.
 - i. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Elson. Absent: Ashcraft
- i) Prevailing Wage Rate Ordinance 16/17-14-
 - a. A motion was made by Robinson and seconded by Scheller.
 - i. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Elson. Absent: Ashcraft
- j) Out of District Fee FY2016-2017- Based on the formula calculation, it is proposed that we raise the Out of District Fee from \$90 to \$105 beginning July 1st.

- a. A motion was made by Scheller and seconded by Perrine to increase the Out of District Fee to \$105.
 - i. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Elson. Absent: Ashcraft

Closed session-

- a) A motion was made by Scheller and seconded by Robinson to open a closed session for matters regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
 - i. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Elson. Absent: Ashcraft.

Regular meeting closed: 8:41 P.M.

Regular meeting reopened: 9:18 P.M.

Announcements and Adjournment- 9:19 P.M.