

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
August 4, 2015

The meeting was called to order at 7:02 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) and Norma Mendoza (Reporter for the Troy Times-Tribune)

Input of Agenda Items- None from the Board or the Public

Approval of Minutes- No minutes were available for review, so approval has been tabled.

Treasurer's Report- We are fiscally sound and solvent. We've received at least the first two installment payments. We have a new accountant so there is a new format to the report.

Director's Report-

- Our Summer Reading Program was very well received. As a result of staff choosing to buck popular trends and simplify the registration and prize components, participation skyrocketed.
- Our new account with YCG Accounting is up and running. There were a few kinks related to transfer that have been rectified.
- We are staying with Thompson & Lengacher Co. (Myron & Jane) for our auditing needs. He agreed to meet our lowest bidder at \$6,500 and will continue to consult at no extra charge. We also have a verbal guarantee of a timely completion.
- Statistics are enclosed.

Maintenance- None

Communication- None

Old Business-

- A. Green Space: Ruby has contacted Pat Huck & Kathy Scheller regarding the Gene Simon garden for the Green Space. Kathy has informed her that it will not occur this year as the season is too late for planting and that there is a landscaping plan in place already including this garden. She is hoping to have it ready in spring of 2016. Kathy purchased the bistros tables and put them together with David. The hinge on the Green Space door was also repaired, for \$125, after damage.

New Business-

- A. Money Transfer: Due to a bookkeeping issue where money was pulled from the wrong account, we need to move \$75,000 from the General Fund to the Working Cash Fund.

- a. A motion was made by Scheller and seconded by Perrine to move \$75,000 from the General Fund to the Working Cash Fund due to a bookkeeping error.
- b. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft. Absent: Elson
- B. Adding accountant to the bank account: David informed us that the previous accountant was listed on the bank account and has since been removed. He wanted to know if it was necessary to add the new accountant to our bank account. Since the accountant does not actually move money or sign the checks, it was decided that there was no need for them to be added to the bank account.
- C. 5-10 year planning committee update: We will be presenting a new mission statement based on the six goals listed in the 5-10 year plan to replace our current mission statement. The six goals are:
 - a. Improve Facilities: Provide modern, welcoming, comfortable, efficient, fully-accessible, community-oriented library.
 - b. Improve Outreach: Provide and promote access to all library services and materials to all library users through in-house and outreach efforts.
 - c. Improve Technology: Provide library users with state-of-the-art digital resources.
 - d. Improve Collection and Services: Strengthen collections in a variety of media and offer services to meet the continuously evolving needs of the community.
 - e. Improve Staffing: Hire and retain a sufficient number of appropriately trained employees to provide superior services to all library users.
 - f. Improve Financing: Obtain money to improve the facility and support library programming.

We plan to investigate how to best utilize & maximize the space we currently have while also thinking of the library of the future. We want to be a community center and have tossed around the idea of moving many of the community-based groups (the Friends of the Library, the Genealogical Society, the quilting group, etc) to a separate building and using the library as just a library. An option could be to have the whole bottom floor as the children's book and program area which would free up space upstairs for additional technology space. We are not looking to build a whole new library building since we are already centrally located.

- D. Ittner proposal: The O'Fallon Public Library used a woman to study their current library setup and assess their needs. They were not at all satisfied with her work, so we chose not to contact her. Instead we obtained a bid from Ittner, the company that built the current library structure, to come in and do an assessment of our current space. The bid is for \$3,360 and includes a consultation and advisement strategy. The perk of using them is that if we agree with their designs, they can actually do the construction work as well.
 - a. A motion was made by Scheller and seconded by Lanahan to accept the bid from Ittner for a scope of services and projected expansion assessment for \$3,360.
 - b. Ayes: Huck, Lanahan, Perrine, Robinson, Scheller, and Ashcraft. Absent: Elson.

Closed session- None

Announcements and Adjournment- The meeting was adjourned at 7:31 P.M.