

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
April 4th, 2017

The meeting was called to order at 7 p.m. by President Ashcraft.

Roll Call: Huck, Lanahan, Lindsay and Ashcraft.

Absent: Elson and Scheller.

Present from the public were David Cassens, Library Director, Norma Mendoza (reporter for the Times- Tribune) and Norma Sidener.

Input of Agenda Items: Board – none

Public - Closed Session

Approval of Minutes: A motion was made by Lanahan and seconded by Lindsay to approve the March 7th, 2017 regular meeting minutes as corrected. Scheller arrived at 7: 03 p.m.

Ayes: Huck, Lanahan, Lindsay, Scheller (abstained) and Ashcraft. Absent: Elson.

Treasurer's Report: Things are good. The end of the tax money has come in and we are still on budget.

Director's Report: Joel Pikora has returned from the OCLC conference. Unfortunately it was not what we had expected. We thought it was for all libraries but it was heavily tailored for academic libraries, so we won't be going back. We have added a new sign to the front door of the library displaying our hours of operation.

Statistics are enclosed. We are doing really well statistic wise. All programs are doing well.

Maintenance: Landscaping- we need regular maintenance around the library as some bushes are dead. Railway ties are all rotted and Director would like to place cement or stones around the retaining wall. Director is going to get bids for the retaining wall. There was discussion about using Boy Scouts to put in the landscaping and then hire a landscaping business to maintain it.

Communications: None.

Old Business: Green Space – none.

Volunteer Banquet – Invitations will go out this week. We have the gifts already, and we have four tablets, three visual reality visors and we are looking to get gift certificates and gift cards from five restaurants. The gift is a combination bag and water tumbler. We can do two cards from each of the five restaurants, also as attendance prizes.

New Business: Staff Development Day – Director would like to have approval from the Board for a staff development day on May 12th, 2017. The plan now is to go to other libraries and see how they lay out their libraries and get some ideas as we are running out of space. We want to see how to best maximize our space and do some rearranging.

A motion was made by Scheller and seconded by Lanahan to approve closing the library on May 12, 2017 for staff development day.

Ayes: Huck, Lanahan, Lindsay, Scheller and Ashcraft.

Absent: Elson.

New Hire approval: Coleen Morgan and Catherine Ricchezza- the Director asked the board to approve the hiring of Coleen Morgan and Catherine Ricchezza in part time positions of twenty four to thirty hours.

A motion was made by Scheller and Seconded by Lindsay to approve the hire of Coleen Morgan and Catherine Ricchezza in part time positions of twenty four to thirty hours.

Ayes: Huck, Lanahan, Lindsay, Scheller and Ashcraft.

Absent: Elson.

Demco Invoice: Director asked the Board to approve payment of an invoice from Demco for new library cards. The total cost for two thousand five hundred cards is two thousand six hundred fifty seven dollars and fourteen cents.

A motion was made by Scheller and seconded by Lanahan to approve the payment of two thousand six hundred fifty seven dollars and fourteen cents to Demco for library cards.

Ayes: Huck, Lanahan, Lindsay, Scheller and Ashcraft.

Absent: Elson.

Joel Pikora Reimbursement for Conference: Director asked the board to reimburse Joel Pikora eighty three dollars and forty nine cents for expenses he had paid for himself at the OCLC Conference.

A motion was made by Lindsay and seconded by Scheller to reimburse Joel Pikora eighty three dollars and forty nine cents for food he paid for at the OCLC Conference.

Ayes: Huck, Lanahan, Lindsay, Scheller and Ashcraft.

Absent: Elson.

Scheller suggested that we give the gifts at the volunteer banquet to the volunteers only and not their guests. The board agreed.

Closed Session: A motion was made by Lindsay and seconded by Scheller to go into closed session for collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees

A motion was made by Scheller per the closed session discussion to move the current clerk one who has been here one year to the clerk two position. The motion was seconded by Huck.

Ayes: Huck, Lanahan, Lindsay, Scheller and Ashcraft.

Absent: Elson.

A motion was made by Scheller and seconded by Lanahan per close session discussion, to give raises of seventy five cents or five percent, whichever is greater based on their current salary, to the youth librarian, head of circulation, clerk two and digital and asset manager positions.

Ayes: Huck, Lanahan, Lindsay, Scheller and Ashcraft.

Absent: Elson.

Announcements and Adjournment: Scheller reminded the board that we need another person to fill the budget committee. Lanahan volunteer. The meeting was adjourned at 7:51 p.m.