

Tri- Township Public Library  
Board of Trustees Meeting  
Regular Meeting  
December 6, 2016

The meeting was called to order at 7:21 p.m. by President Ashcraft.

Roll Call: Elson, Huck, Lindsay and Ashcraft.  
Scheller.

Absent: Lanahan, Perrine and

Present from the Public were David Cassens, Director, and Norma Sidener.

Input of Agenda Items: Board\_ none  
Public- none

Approval of Minutes: tabled until next meeting

Treasurer's Report: we are doing well. We are negative under budget.

Director's Report: Food for Fines went very well. The shelves are up and we have a little more to do in the reorganizing of the work room.

Joel would like to attend the OCLC Conference "OCLC Resources Sharing Conference" from March 14-16 in Atlanta Georgia. The cost for everything will be around one thousand dollars. Statistics are attached.

Maintenance: none

Communications: none

Old Business: Green Space – Someone unknown backed up into the Green Space fence and it cost three hundred dollars to repair it.

New Business: We have an invoice from Demco for one thousand two hundred fourteen dollars and fifty seven cents. A book truck for the Friends of the Library cost seven hundred forty two dollars and seventy eight cents and library supplies cost four hundred seventy one dollars and seventy nine cents.

A motion was made by Elson and seconded by Lindsay to approve payment of one thousand two hundred fourteen dollars and fifty seven cents to Demco.

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

Absent: Lanahan, Perrine and

Lazerware invoice: The quarterly fee is three thousand eleven dollars and ninety three cents.

Library Access: the per capita grant's topic is ease of access to the library and discussion was held and it was determined that the library is on track with ease of access.

Travel expense policy: Director announced that a new Government travel expense policy act has been approved by public Act 099-0604. We need to pass a resolution for the Library. Our Attorney has helped director to write up a resolution for the Library.

Resolution No. 2016-19

A RESOLUTION OF THE TRI- TOWNSHIP PUBLIC LIBRARY DISTRICT

AUTHORIZING A TRAVEL EXPENSE POLICY PURSUANT TO THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

WHEREAS, The Local Government Travel Expense Control Act was recently approved by Public Act099-0604.

NOW, THEREFORE, BE IT ORDAINED BY THE BORD OF TRUSTEESOF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, AS FOLLOWS:

SECTION ONE: The words "travel" and "entertainment" as used herein shall have the same meanings as set forth in the Local Government Travel Expense Control Act ( Public Act(099-0604), as it may be amended from time to time.

SECTION TWO: Starting on January 1, 2017, the Tri-Township Public Library District shall only reimburse reasonable expenses for travel, meals and lodging. Only travel, meals and lodging directly related to the Tri-Township Public Library District's business are reimbursable.

SECTION THREE: By January 1, 2017, the Tri-township Public Library District, shall create a standardized form for reimbursing individuals for travel, meals and lodging that will include, at a minimum, the following:

- 1) An estimate of the cost of travels, meals, or lodging if expense have not been already incurred;
- 2) The name of the individual who received or is requesting the travel, meal, or lodging expense;
- 3) The job title of the individual who received or is requesting the travel, meal, or lodging expense: and
- 4) The date or dates and nature of the official business in which the travel, meal, or lodging was or will be expended.

SECTION FOUR: Starting on January 1, 2017, all employees, officers, and members of the Tri-Township Public Library District shall fill out the standardized form described in Section Three for all travel, meals, or lodging that shall be reimbursed.

SECTION FIVE: After March I, 2017expenses for travel, meals, and lodging of any officer, employee or member of the Board of Trustees of the Tri-Township Public Library District that exceeds the maximum allowed under Section Two hereof, may only be approved by roll call vote at an open meeting of the Board of Trustees of the Tri-Township Library District.

SECTION SIX: The Tri-Township Public Library District shall not reimburse any employee of the library for entertainment expense.

SECTION SEVEN: This Resolution shall be in full force and effect from and after its passage and approval by law.

SECTION EIGHT: Any and all Resolutions, sections or subsections of Resolutions in conflict herewith are hereby repealed.

A motion was made by Elson and seconded by Huck to approve Resolution 2016-19.

Ayes: Elson Huck, Lindsay and Ashcraft.  
Scheller.

Absent: Lanahan , Perrine and

Closed Session: None

Announcements and Adjournment: Elson shared that her daughter Ashley has a contract for the forth book in her E-Book series. There were no other announcements, so the meeting was adjourned at 7:56 p. m.