

Tri-Township Public Library  
Board of Trustees Meeting  
Regular Minutes  
January 2, 2018

The meeting was called to order at 7: 03 p.m. by Vice- President Elson.

Roll Call: Elson, Erschen, Lanahan and Lindsay. Absent: Huck, Scheller and Ashcraft.  
Present from the Public was David Cassens, Director. Absent were Norma Mendoza (reporter from Times \_ Tribune) and Norma Sidener.

Input of Agenda Items: Board- None  
Public – None

Approval of Minutes: Tabled until next meeting as no quorum.

Treasurer's Report: Director gave the report that we are good. Director had to speak with accountant to put budget in report as it hadn't been put in the report. The budget is now in the report.

Director's Report: Director has planned active shooter training for staff on January 19<sup>th</sup>, 2018, and CPR training on February 23<sup>rd</sup>, 2018. He is also planning sexual harassment training at a later date. Director is also completing the Per Capita Grant which is due January 15<sup>th</sup>, 2018.

Director is looking into a security system with

Director has also bought a new safe for the money deposits. There was an old safe in his office but no code was found for it. Director called the manufacturer and they had no record of the safe at all. He had a locksmith open it and found only a few receipts and a roll of pennies.

Director and staff are undertaking a massive project to digitalize the previous board minutes, per Illinois law we have to post minutes on our website, and Catherine has some up already. We will post most but not all need to be put up on website. They will be on the website and Director has them on his computer and also on flash drive. All are accessible to the public.

Statistics are enclosed.

Maintenance: We are replacing our water fountain upstairs and discovered our pipes are higher than are allowed and won't be able to install it until they are lowered and the friends are paying for all to be done and Board has approved anywhere from twelve to seventeen hundred dollars. The new water fountain has softener installed and is ADA approved, also will fill water bottles.

Communications: none.

Old Business: Green Space: Nothing to report.

New Business: Sexual Harassment Policy – Ordinance 17-18/17 an ordinance adopting the Sexual Harassment Policy for the Tri- Township Public Library District whereas, the Illinois General Assembly has recently enacted Public Act 100-0554, an Act concerning government, which became effective immediately, dated November 16, 2017; whereas, pursuant to the Act, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual

harassment; whereas, all prior existing sexual harassment policies of Tri-Township Public Library District shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Ordinance; and whereas, should any section or provision of this Ordinance or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Ordinance or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid; now, therefore, be it ordained by the corporate authorities of the Tri-Township Public Library District the following:

Section 1. The Policy Prohibiting Sexual Harassment, included as Exhibit A to this Ordinance, is hereby adopted.

Section 2. This ordinance shall be in full force and effect on January 2nd 2018.

A motion was made by Lindsay and seconded by Erschen to pass Ordinance 17-18/17, the sexual harassment policy for Tri- Township Public Library District.

Ayes: Elson, Erschen, Lanahan and Lindsay.

Absent: Ashcraft, Huck and Scheller.

Closed Session: None.

Announcements and Adjournment: the meeting was adjourned at 7:17 p.m.