

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
March 6, 2018

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

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

Present from the Public were David Cassens, Director, Steve Rensberry (Editor of the Times-Tribune), Jennifer Henry and Norma Sidener.

Additions to the Agenda: A moment of silence was held for Norma Mendoza, former reporter from the Times-Tribune, who had passed away.

Approval of minutes: A motion was made by Elson and seconded by Erschen to accept the January 2nd, 2018 regular meeting minutes as presented,

Ayes: Elson, Erschen, Huck, Lanahan Lindsay, Scheller.

Abstain: Ashcraft.

A motion was made by Elson and seconded by Lanahan to accept the February 6th, 2018 regular meeting minutes as amended.

Ayes: Elson, Erschen, Huck, Lanahan, Lindsay.

Abstain: Ashcraft and Scheller.

The closed session minutes from February 6th, 2018 were tabled until next meeting.

Treasurer's Report: We are good, no issues. We don't need to move anything. Treasurer will meet with Director and bring a report next month about investments.

Director's Report: The staff has completed their CPR training.

The Homebound Kick off at Liberty Square went very well. Five people signed up. We may try going to the Fountains later. We are planning to go to Liberty Square every other Thursday. Susan is taking charge of this program.

Maintenance: Board Room Carpet Replacement: We have received bids from Torbits in Highland. Mike Noe from LuJohns hasn't sent a bid yet and Director also contacted Lenny's in Collinsville but he hasn't come out. Torbits sent quotes and samples. The board decided after discussion to table it until next meeting, to give others time to get in bids.

Communications: Patron Jennifer Henry told the Board that she was sure she had returned three books, and she has searched everywhere at home for them but has not found them. The staff has been unable to find them and she was sent to the collection agency for nonpayment of the books. The total cost for all three books is forty five dollars and ninety three cents, and with the collection fee of twenty dollars, total amount due would be sixty nine dollars and ninety three cents. The Board decided to wave the total of all three books and have patron pay just the collection fee. Jennifer agreed and a motion was made by Elson and seconded by Lanahan to wave the fees for all three books and have Patron pay just the collection fee of twenty dollars.

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

Old Business: Green Space – nothing to report.

Volunteer Banquet- no update

Cintas Deep Cleaning Quote – Director reported he had brought up the cleaning during the winter but now with spring coming he checked with Cintas and asked if the price had

changed and was told numbers had not changed. The lowest price for cleaning all the restrooms and all the tile and carpeting in the building is six thousand six hundred forty four dollars and twenty six cents. The board if that was the only bid and Director said yes and we had also used Airmark but they had not responded last time he called. The Board also asked about Serv-Pro and Director said he would check with them.

New Business: Non – Resident Assistance Program: Director explained to the Board that this is a program to assist those in the triad area who are not in the taxing district. Right now we have a non-resident fee of one hundred and nine dollars, which isn't a lot but for some residents it would be a burden. The Friends will help and these patrons would have to fill out a form showing they receive a reduced lunch program and Medicaid card. The friends will provide two thousand dollars to the program and the non- resident would have to pay ten percent or eleven dollars, when the money is used up they will see about continuing the program. The library will have to take care of all the paper work. The non-resident would only receive a library card and like any patron would have to pay for fines, lost books like any other patron. Director said as a taxing body the Library is unable to provide money but we can provide the paper work and he feels this good for these patrons and the library.

A motion was made by Elson and seconded by seconded by Lindsay that we accept the proposal of the Friends of the library for the Non-Resident Assistance Program.

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

Computer Replacement Quotes: Director said we usually replace two or more computers each year, as we have a contract with Lazerware. We need to get computers from them. They take care of all our tech needs. The two computers needed are the children's Librarian and Joel's computer in the staff work room, for a total of two thousand four hundred and three dollars and forty four cents. Director also stated that the computer also needed is the one Debbie and Susan share and it would cost one thousand two hundred and one dollars and seventy seven cents, bringing the total for all three computers to Three thousand six hundred and five dollars and sixteen cents.

A motion was made by Scheller and seconded by Erschen to purchase three computers room Lazerware for a total of three thousand six hundred and five dollars and sixteen cents.

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

Closed Session: None.

Announcements and Adjournment: The meeting was adjourned at 7:53 p.m.