

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
April 3rd, 2018

The meeting was called to order by President Ashcraft at 7:00 p.m.

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

Absent: Elson.

Present from the public was David Cassens, Library Director.

Input of Agenda Items: Board = None

Public – None

Approval of Minutes: Tabled.

Treasurer's Report: We received our final tax payment from last year. All good. Director reported that other libraries have received their Per Capita Grants, he called the State and ours is on the way.

Director's Report: the elevator needs a gasket replacement...Director has called Kone and they said it was ordered, but that has been two weeks, so he will call them tomorrow and if it isn't in he'll call someone else.

Homebound Program is going well and is growing steadily. Non-Resident assistance program is going well we've had two patrons sign up. The Friends have graciously agreed to sponsor the Program and it has been advertised on Facebook, the newspaper and at front desk.

Statistics are enclosed. All programs are going well.

Maintenance: Board Carpet replacement: Director called four places for bids- Torbits, LuJohn, and Lenny's. Lonnie's and the other company have not submitted a bid.

Torbits – R60 with a pattern carpet would be six hundred thirty one dollars and sixty four cent, and without a pattern the cost would be four hundred and forty eight dollars and sixty cents, and the cost of carpet removal is sixty dollars, furniture moving is fifty dollars and installation is one hundred fifty dollars, the floor prep is seventy dollars and disposal is thirty five dollars with labor three hundred sixty five dollars, for a total of nine thousand nine hundred and sixty three dollars.

LuJohn's would be materials five hundred fifty nine dollars and service would be four hundred eighty dollars and seventy nine cents, for atonal of one thousand forty dollars and thirty two cents.

Director will get the samples from his office/

Director returned with samples. The Board discussed the patterns and decided on playlist hard rock pattern.

A motion was made by Scheller and seconded by Lindsay to accept the bid from Torbits Decorating Shoppe, Inc. for the playlist hard rock pattern carpet, labor three hundred sixty five dollars and pattern carpet six hundred thirty one dollars and fifty four cents, for a total of nine hundred ninety six dollars and fifty four cents.

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

Absent: Elson.

Landscaping: The Director reported that he had contacted the Boy Scouts, per Board request and they declined as it was too big a job, so he contacted the four landscaping companies he had previously talked with. Three responded with bids: SM Landscaping from Edwardsville with a bid of three thousand one hundred six dollars for initial redo and an additional ninety dollars for follow up two times a years. AJD Landscaping, four thousand eight hundred ninety seven dollars, with no follow up quote and Eden Lawn from Troy with an initial bid of one thousand eight hundred and

fifty dollars and two hundred twenty dollars follow up two times per year for a total of two thousand seventy dollars.

A motion was made by Scheller and seconded by Elson to accept the bid from Eden Lawn for one thousand eight hundred and fifty dollars initially and an additional two hundred dollars for follow up two times per year for landscaping.

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

Library Lighting: The director hasn't gotten any bids yet but the lights need to be replaced as they are constantly going out. Director would like to start up stairs and is going to see about the price of converting to LEDs. He has contacted Trubright electric and Ace Hardware to get bids and if anyone knows of any gather he might contact.

Computers and Computer Lab: there is an issue with the different people, some who talk, some were visiting with one on the computer and young people who are noisy. We now have filters so we can monitor what is being watched. We also have such a large DVD collection. Director said we could put the computers where the DVDs are and around the Library. Our election could take care of the wiring and Lazerware would take care of moving the computers. The staff would only have to move the DVD and break down the shelf. Two computers would be on one table and two on another with two in the back. We have now two thousand three hundred inches of shelf space, with this plan we would have three thousand one hundred and fifty inches. All we would need to do is break down the shelf in the computer room and holes patched up.

Director has gotten three quotes on shelving, two from the Library store and one from Demco. The three quotes are #1- seven thousand seven hundred twenty six dollars and eighty five cents, #2- eleven thousand four hundred seven five dollars and eighty five cents, # 3= thirteen thousand five hundred sixty nine dollars and seventy seven cents. All the shelves are metal. Director passed out the blue print for placement of the computers. We need to get more shelving and more eclectic for the computers. Director is just asking now for permission to get bids.

Security Cameras: Simply Safe is not competitive for Libraries. Director checked with both Glen Carbon and Mascoutah Libraries a got the name of two companies. Director will have both companies come out and will walk around with them, showing them where he would like cameras and see where they suggest. He would like to have one in teen room, one in DVD room, one behind the circulation desk, one directly outside the building, one by the ramp, one at green space where we would need a motion sensor light, one in the community room, and one looking over the soda machine. Both companies save files for money but we can save on the computer in Director's office.

Green Space: Director has bought a trash can for Green Space.

Volunteer Banquet: the board approved the menu for the banquet, for eighty people at twelve dollars per person. The meal includes dessert and drinks.

A motion was made by Lanahan and seconded by Scheller to accept the Delish Dish Catering Company bid for the volunteer banquet of nine hundred sixty dollars at twelve dollars a dish.

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

Absent: Elson.

New Business: Hoopla – We have depleted our account. Of two thousand dollars from November to March. We' had a circulation of three hundred and forty seven and thirty new users just in March. Director would like the Board to approve another two thousand dollars, we have an invoice of

Seven hundred and two dollars, if we add two thousand, the invoice would be taken out of that. It was suggested to add four thousand until the end of the fiscal year as circulation will increase and patrons love it.

A motion was made by Scheller and seconded by Lindsay to add four thousand dollars to the hoopla account to take us to end of the fiscal year June 2018.

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

Absent: Elson.

Share Program: our fee for 2019 is eight thousand twenty seven dollars and six cents.

A motion was made by Lanahan and seconded Erschen to pay the Share Program fee of eight thousand twenty seven dollars and six cents for fiscal 2019.

Staff Development Day: The Director asked the Board for approval to close the Library on May 29, 2018, a Tuesday for Staff development Day. It is usually the last Friday but that is the Labor Day weekend.

A motion was made by Erschen and seconded by Lindsay to approve the closing of the Library on May 29, 2018 for Staff Development Day.

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

Absent: Elson.

Closed Session:

Announcements and Adjournment: President was in Springfield for the youth Conference and his group of eleven were on the floor of the Senate, Usually when you do the tour you're in the gallery but his wife works for Calvin Carter, a State Senator and they had their own administrative assistant take them on a private tour.

Meeting was adjourned at 8: 22 p.m.