

Tri-Township Public Library  
Board of Trustees Meeting  
Regular Minutes  
July 11<sup>th</sup>, 2017

The Public Hearing for Budget and Appropriations Ordinances was opened at 7 P.m. by President Ashcraft. The meeting was adjourned at 7:30 p.m. as there was no one from the public present.

The regular Board of Trustees meeting was opened at 7:30 p. m. by President Ashcraft.

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

Absent: Huck.

Present from the Public were David Cassens, Director, Norma Mendoza (reporter from the Times-Tribune), Michelle Erschen and Norma Sidener.

Input of Agenda Items: Board- none

Public- new business- audit letter from Thompson and Lengacher.

Approval of Minutes: A motion was made by Scheller and seconded by Lindsay to accept the June 6<sup>th</sup>, 2017 regular meeting minutes as presented.

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

Absent: Huck.

Treasurer's Report: We haven't made our budget. The December deposit was put in before June. Everything is looking good.

Director's Report: Director reported the front doors are damaged from people trying to open them when they're locked. He is currently taking bids for their repair.

We received five hundred sixty six dollars and twenty five cents toward our library materials as part of our fee to the IHLS run Cloud Library.

The library is now a distribution stop for the free lunch program, as part of our continuing efforts to offer services to the community. Our attendance has been very good so far.

The library will set up a booth at the Troy Homecoming in the park to advertise our programs and offer free books for the children. Special thanks to the Friends of the Library for donating the children's books.

The library will open at 10 o'clock on Friday due to our staff meeting .We had one complaint from a lady from St. Jacob who didn't know the library would be closed.

Statistics are attached.

Maintenance: Telephone System Replacement Bids – Director has received five bids. They are from Pro-Com, CTS, Sun Communications, Americom, and AT&T. Pro com is the cheapest but Director felt they weren't listening to him The other four companies are pretty close to each other in price. Director's choice would be Americom, and second would be CTS. All four companies said they would take all left over wires from the Board Supply Room. Americom's bid was for five thousand nine hundred ninety eight dollars and eighty cents for a sixty month lease and support. There was a lot of discussion and the Board decided to go with Americom for a sixty month lease and support.

A motion was made by Elson and seconded by Lanahan to accept the Americom telephone system bid for a sixty month lease and support, for a fee of five thousand nine hundred ninety nine dollars and eighty cents.

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

Absent: Huck.

Landscaping- Director has gotten some bids for the landscaping around the library. He has received four bids for landscaping and asked them for separate bids for maintenance. He also asked their opinion about rocks versus mulch as he prefers rocks and all agreed they preferred the rocks instead of the mulch.

President Ashcraft suggested he would like a side by side synopsis from the landscapers and also the Boy Scouts, so this was tabled until next meeting.

Elevator repair and Upgrade – Kone is our elevator inspector and did their elevation. They gave us a quote as we are not compliant with the new regulations concerning the telephone in the elevator as it is not handicap compliant. We would need to install a handicap compliant phone and also the emergency light is out. We already have a monitoring system which goes to the police station.

Their bid is for three thousand two hundred tent eight dollars and forty five cents. They have always come out as soon as we need them so Director would like to have them do the work for us.

A motion was made by Elson and seconded by Scheller to accept Koene's bid for an ADA compliant push button telephone and a new emergency light and bearing to replace the one which is out, for a fee of three thousand two hundred twenty eight dollars and forty five cents.

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

Absent: Huck.

Communications: We have received a letter from Thompson and Leniger with a bid for the audit of the Tri- Township Public Library for the fiscal year ending June 30<sup>th</sup>, 2017, for a fee of six thousand seven hundred and fifty dollars.

A motion was made by Scheller and seconded by Elson to accept the bid of six thousand seven hundred fifty dollars from the firm of Thompson and Leniger CPA's for the audit of the Tri- Township Public Library for the fiscal year ending June 30<sup>th</sup>, 2017.

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

Absent: Huck.

Old Business: Green Space- none.

Prospective Board Member Applicants- Michelle Erchen is the only applicant here this evening.

President Ashcraft asked Michelle a few questions after reading her resume and asked if she had any questions for the Board.

Treasury Securities for the Library – Director has spoken with Neal Goodwin, the local Edward Jones agent and called Charles Schwab at their office in Clayton Missouri. Schwab's prices are lower, and both agencies recommended CD's and regular Treasury bonds. The Board asked Director to check back with the Bank of Edwardsville, and to check on library and State laws.

Budget for Fiscal Year 2017- 2018 – there was no one from the Public at the Public Hearing for the Budget and Appropriation Ordinances to give any input.

A motion was made by Scheller and seconded by Lanahan to accept the proposed budget for fiscal year 2017- 2018.

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

Absent: Huck.

New Business: Consumer Reports Database Purchase- Director told the Board he would like to add the Consumer's Report data base for a fee of one thousand nine dollars. The Board decided to table this until the next meeting.

Out of District Fees for FY 2018- The Board decided to increase the Out of District Fees from one hundred five dollars to one hundred nine dollars annually, as there hasn't been an increase in three years.

A motion was made by Elson and seconded by Scheller to increase the Out of District fees from one hundred five dollars to one hundred nine dollars per year.

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

Absent: Huck.

Proquest / Heritage Quest Invoice- this invoice is for the genealogy database and the fee is nine hundred seventy dollars. The Genealogy Society contributes a hundred and fifty dollars to this database.

A motion was made by Scheller and seconded by Lindsay to pay the Proquest/ Heritage Quest invoice for nine hundred seventy dollars.

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

Absent: Huck.

New Hire Approval- The Director asked the Board to approve the hire of part-time employee Ashley Hylsky. A motion was made by Scheller and seconded by Lanahan to approve the hiring of Ashley Hylsky at eight fifty an hour.

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

Absent: Huck.

Appropriation Ordinance 17/18-01 Audit Fund- A motion was made by Scheller and seconded by Elson to approve Appropriation Ordinance Audit Fund 17/18-01, an Ordinance for Tri-Township Public Library District Appropriation Ordinance-Audit

An Ordinance for an Audit for Tri- Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1<sup>st</sup>, 2017 and ending June 30<sup>th</sup>, 2018.

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

Absent: Huck.

Appropriation Ordinance 17/18-02 Building and Equipment Fund-A motion was made by Scheller and seconded by Elson to approve Appropriation Ordinance Building and Equipment Fund 17/18-02, an Ordinance for Tri- Township Public Library District Appropriation Ordinance Building and Equipment Fund.

An Ordinance for the Building and Equipment Fund for Tri –Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1<sup>st</sup>, 2017 and ending June 30<sup>th</sup>, 2018.

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

Absent: Huck.

A motion was made by Scheller and Seconded by Elson to approve Appropriation Ordinance 17/18-03 General Fund, an Ordinance for Tri- Township Public Library District Appropriation Ordinance General Fund.

An Ordinance for the General Fund of Tri-Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1<sup>st</sup>, 2017 and ending June 30<sup>th</sup>, 2018.

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

Absent: Huck.

Appropriation Ordinance 17/18-04 Illinois Municipal Retirement Fund - A motion was made by Elson and seconded by Lanahan to approve Appropriation Ordinance Illinois Municipal Retirement Fund 17/18-04 an Ordinance for Tri-Township Public Library District Appropriation Ordinance Illinois Municipal Retirement Fund

An Ordinance for the Illinois Municipal Retirement Fund of Tri-Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1<sup>st</sup>, 2017 and ending June 30<sup>th</sup>, 2018.

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

Absent: Huck.

Appropriation Ordinance 17/18-05 Insurance Fund -A motion was made by Lanahan and seconded by Scheller to approve Appropriation Ordinance 17/18-02 Insurance Fund, an Ordinance for Tri-Township Public Library District Appropriation Ordinance Insurance Fund

An Ordinance for the Insurance Fund of Tri-Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1<sup>st</sup>, 2017 and ending June 30<sup>th</sup>, 2018.

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

Absent: Huck.

A motion was made by Lanahan and seconded by Scheller to approve Appropriation Ordinance 17/18-06 Social Security Fund, an Ordinance for Tri- Township Public Library District Appropriation Ordinance Social Security Fund.

An Ordinance for the Social Security Fund of Tri- Township Public Library District, Madison County, Illinois for the fiscal year beginning July 1<sup>st</sup>, 2017 and ending June 30<sup>th</sup>, 2018.

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

Absent: Huck.

Closed Session: A motion was made by Scheller and seconded by Elson to go into closed session for matters regarding the selection of a person to fill a public office, as defined this Act (Section 2(c) (29), including a vacancy in a public office, when the public body is given the power to appoint under law or ordinance, or the discipline, performance or the removal of the occupant of a public office, when the public body is given the power to remove the occupant under law or ordinance.

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

Absent: Huck.

The regular meeting was reopened at 9:24 p.m. A motion was made by Scheller and seconded by Lindsay to appoint Michelle Erschen a trustee to fill the unexpired term of Michael Perrine.

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

Absent: Huck.

Affirmation of Office: Michelle Erschen was sworn in by President Ashcraft to the office of Trustee of the Tri-Township Library Board.

A motion was made by Scheller and seconded by Lindsay to give a salary increase of two and one percent to all employees with the exception of new hire who hasn't completed her probation period yet, and the Library Director to receive an annual increase of one thousand five hundred dollars as of July 9<sup>th</sup>, 2017.

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

Absent: Huck.

Announcements and Adjournment: Elson said her daughter is finishing the fourth book in her series. Norma Sidener said her granddaughter is running for the title of Miss Bond County. There being no other announcements the meeting was adjourned at 9:43 p.m.