

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
November 7th, 2017

The meeting was called to order at 7:02 p.m. by Vice President Elson.

Roll Call: Elson, Erschen, Lanahan and Scheller. Absent, Ashcraft, Huck and Lindsay.
Present from the public were David Cassens, Director, Fred Keck, Attorney, Norma Mendoza,
(reporter from Times- Tribune), and Norma Sidener.

Additions to the Agenda: Board- none
Public – None

Approval of Minutes: The regular meeting minutes from October 3rd, 2017 were tabled.

Treasurer's Report: We are solvent. We have a new accountant. Schyler. We are looking to
the Building Fund for future expansion.

Director's Report: The Workman's Compensation Audit is completed. We are starting Food for
Fines this month.
Statistics are enclosed.

Ashcraft arrived at 7:09 p.m.

Maintenance: Elevator Hoistway Clean –Down quote - Director explained the quote from Krone
for the hoistway cleaning. The Board discussed the proposal and decided to wait a year before
having the clean – down done. Our annual inspection is due soon.

Old Business: Green Space – the Director is waiting for landscaper bids and there is nothing else
to report.

New Business: Health Insurance Renewal – Kerry Unterbrink, our Insurance agent gave us three
bids, from Aetna, Blue Cross and United Healthcare. She informed Director that our insurance
would increase about twenty four and six percent with Blue Cross being our best offer. Our new
rate would be two thousand forty two dollars and seventeen cents a month for a total of two
thousand five hundred forty six dollars and thirty seven cents.

A motion was made by Ashcraft and seconded by Lanahan to accept the new rate from Blue
Cross for a total of two thousand five hundred forty six dollars and thirty seven cents.

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

New Water Fountain Installation: The upstairs water fountain is beyond repair and Neal Plumbing
has given us an estimate of from fifteen to seventeen thousand dollars for a new one. The Friends
of the Library said they would pay for it.

A motion was made by Scheller and seconded by Erschen to approve a new water fountain for up to seventeen thousand dollars.

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

Absent: Huck and Lindsay.

Money Deposit Policy: The director presented a policy for the deposit of Library monies for the approval of the Board.

Money Deposit

The purpose of this policy is to establish best practices regarding the collection, recording and depositing of income collected from library fines and fees at the Tri- Township Public Library District.

1. Money collected during the business hours of the Tri- Township Public Library District is to be counted every night at closing, and stored in a safe location, marked with the amount and date.
2. This should be repeated each day – Saturday through Friday. On Friday, the monies should be recounted by the library director, board treasurer, or an appointed staff member then taken to the local bank for deposit. Deposits should be made on Friday any time after 12.00 p.m. or Saturday morning during business hours.
3. Once the deposit has been made, the deposit receipt shall be kept for future references and accounting / auditing purposes.

Note: Any lump sum monies received in amount of \$500.00 or greater should be deposited the same day or as soon as possible.

A motion was made by Lanahan and seconded by Erschen to accept a more secure Money Deposit Policy as stated.

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

Absent: Huck and Lindsay.

Homebound Service Policy:

The Tri-Township Public Library District offers Homebound services to those patrons residing in the Tri-Township Public Library District taxing district or to those patrons within the Triad School district as these individuals are also patrons of the Tri-Township Public Library District but they do not reside in the defined taxing district. "Homebound" is defined as being generally confined to one's residence either temporarily due to illness or accident, or permanently due to disability, age, or other mobility issues. This service is open to all ages.

Homebound services are provided at no cost to the patron. Delivery will be scheduled at the mutual convenience of staff and patron, every two or three weeks. Homebound patrons will not be charged overdue fines, but will be charged for any materials that are lost or damaged. For the protection of patrons and the protection of library materials, items will only be delivered directly to the Homebound patron, a family member or staff member of a facility.

Patrons registered for Homebound services may call or email the library to request specific titles or to request a staff member to select materials based on reading preferences. The staff who coordinates Homebound services will maintain a record of all items checked out by homebound patrons for the purposes of selecting materials.

Patrons requesting Homebound services must provide a safe and appropriate environment for staff members or volunteers who make deliveries to their homes, and patrons must protect all library materials while in custody.

In order to qualify for Homebound services a patron must provide evidence that they cannot reasonably travel to the library in order to benefit from the library and the services it provides. Additionally patrons who live outside the library's taxing district must pay the annual out of district fee in order to receive service.

Staff or volunteers may choose not to enter a home, leave a home immediately, and/or recommend suspension of Homebound services if any of the following conditions exist:

1. Any Person in the home presents threatening, obscene, or abusive language, gestures, or images.
2. Any person in the home harasses the library representative.
3. Any person in the home is engaging in illegal activity at the time of service.
4. Any Person in the home exhibits signs of illness that may endanger the health of the library representative.
5. The conditions of the home and/or property are unsafe or unsanitary.

Food for fines Policy:

The Tri – Township Public Library District strives to provide ways to give back to the community that it serves.

Every year the library will accept food goods and other nonperishable items from the community in order to donate to the local food bank referred to as "Ministries Unlimited."

The following guidelines are to be followed during the months the Food for Fines program is running.

1. Each item will waive \$ 1.00 of overdue fines.
2. Fines for lost or damaged items and other fees are ineligible.
3. Patrons can donate items even if they do not have fines. The library will serve as a drop off point.
4. The library determines what times of year to hold the Food for Fines program.
5. The Food for Fines program will run in the months of March and September.

Any questions about appropriate donation items should be referred to the library staff.

A motion was made by Elson and seconded by Ashcraft to approve the Food for Fines Policy as amended to include the months of September and March.

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

Absent: Huck and Lindsay.

Approval of minutes: A motion was made by Scheller and seconde by Erschen to accept the October 3rd, 2017 regular meeting minutes,
A yes: Elson, Erschen (abstained), Lanahan, Scheller and Ashcraft.

Closed Session: A motion was made by Scheller and seconded by Ashcraft to go into closed session for the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
Ayes: Elson, Erschen, Lanahan, Scheller and Ashcraft. Absent: Huck and Lindsay.

The Board went into closed session at 7: 46 p.m.

The Board returned to open session at 8:20 p.m.

Announcements and Adjournment: Director David's son was baptized Sunday. Scheller's son got a hundred percent on his college paper and Elson's daughter's fourth book comes out in January.

The meeting was adjourned at 8: 22 p.m.