

Tri-Township Public Library
Board of Trustees Meeting
Regular Minutes
February 5th, 2019

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

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

Absent: Erschen and Lanahan.

Present from the public was David Cassens, Director.

Input of Agenda Items: Board – none

Public –none

Approval of Minutes: tabled

Treasurer's Report: We are solvent.

Director's report: The three new cameras will be installed on February 13th, 2019. Director has submitted our Board certification for the upcoming election. Three candidates are on the ballot, Michelle Erschen, Melanie Elson and Suzanne Novaselec.

Our elevator needs new packing and when director gets a quote from All Rise Elevator he will present it to the Board.

Our tax season has started and our first day of helping the community with its taxes begins tomorrow (February 6th).

A reminder to the board that our Statement of Economic Interests are coming up. Please complete them to avoid getting fines. If you need help Director will be happy to help.

Statistics are attached

Director also reported that computer use was down due to bad weather and holidays. January is usually the worst month.

In our programming the Lego league is sponsored by G. S. We have a teen book club, and a new project "bags to mats" and Director is impressed with young men participating. When the mats are made they are given to the homeless.

The exercise program is by far the most popular.

Maintenance: Lower level floor replacement. – The lower level floor is used daily and the materials are dated and there are black marks all over the floor. The areas that need replacement are the upstairs landing (stairwell), downstairs landing, and hallway to kitchen, bathrooms and the big room including the children's library closet.

Director sent out for bids and only two contractors have supplied information. Luitjohn is the only one who has supplied a full submission. Director has not received submissions yet from on contractor in Troy, one in Glen Carbon, and two in Highland (included Torbits).

We need the rest of the quotes so board told director to give them a Deadline in April.

Lower level drinking fountain – Director is waiting for a quote from Neal's Plumbing.

Communications: Tax Presentation: this service is dwindling at other libraries. There was discussion about putting information in the newspaper and director said we give them information but it's never written up and put in the paper. We also release a new brochure every month listing all happenings at the library. It was suggested to check and see how much it would cost to include

flyers in the newspaper and also with the chamber of commerce. Also suggested was that a board member should write a letter to the editor stating items happening at the library are not being written up in the newspaper.

Old Business: Green Space – Scheller was asked if the landscapers will plant in the spring and she said yes, we have a contract.

New Business: Substitute Staff for the library: Jim Stuller and Rhonda Schaefer are our two substitutes. The question asked was if there was a need for more and Director said not immediately, but Jim and Rhonda can only work a thousand hours per year. They do not receive health insurance from the library, they have their own health insurance and are not paid for holidays. Susan, Michael and Katherine are willing to pick up more hours.

Children's Librarian Position: The hire needs to be organized, flexible, engaging and interactive. Director is sending out the job description tomorrow. The job will be part time with ability for more depending on experience. The suggested salary offer should perhaps range from ten to fourteen thousand. Resumes with a cover letter will be required, then interviews. A question was asked about adding a working interview. The three biggest criteria would be engaging patrons, be organized and communications.

Specific duties would include organizing and developing children's programs, tours, other programs passive, and teen programs. The planning and execution of the Summer Reading Program and public speaking also would be include in their duties.

Volunteer Banquet: The committee will consist of Susan, Michelle and Kathy. The BBQ saloon was suggested for the food. The Appreciation for volunteers and staff will be held on April 18th, 2019.

Director was asked to put the Twenty fifth Anniversary Committee on next month's agenda.

Closed Session: None

Announcements and Adjournment: No announcements, so the meeting was adjourned at 7: 57 p. m.