

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

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

Roll Call: Erschen, Juehne, Lindsay, Scheller and Ashcraft.

Absent: Elson and Lanahan.

Present from the public were David Cassens, Director, Pamela Espindola and Norma Sidener.

Input of Agenda Items: Board – Old Business – Survey and salary projections,
Public – none.

Approval of Minutes: A motion was made by Scheller and seconded by Erschen to accept the Closed Meeting minutes from March 5, 2019 as amended.

Ayes: Erschen, Lindsay, Scheller and Ashcraft,

Absent: Elson and Lanahan.

A motion was made by Scheller and seconded by Erschen to accept the August 6th, 2019 regular meeting minutes as amended.

Ayes: Erschen, Lindsay, Scheller and Ashcraft.

Absent: Elson and Lanahan.

A motion was made by Scheller and seconded by Erschen to accept the September 3rd, 2019 regular meeting minutes as amended.

Ayes: Erschen, Lindsay, Scheller and Ashcraft.

Absent: Elson and Lanahan.

The September 19th, 2019 Special meeting was tabled until next month.

A motion was made by Scheller and seconded by Erschen to accept the October 1st, 2019 regular meeting minutes as amended.

Ayes: Erschen, Juehne, Lindsay and Scheller, Ashcraft abstained. Absent: Elson and Lanahan.

Treasurer's Report: We are solvent and building up. The library signed the investment agreement with Busey Bank for \$250,000, and asked for a representative from Busey Bank to come and speak to the board at the December 3rd Board meeting. The investment policy was passed. The board discussed the possibility of creating a new investment fund from the general fund by investing CDs for expenses such as salaries when the new minimum wage law goes into effect.

Director's Report: We have installed a fan in the upstairs study room to make it less stuffy.

Director is going to purchase another fan to be installed in the Board room. The donor boards in the lobby area are being relocated to the main stairwell in order to better utilize our wall space.

We have installed a chalkboard in the teen room and it is very popular with our patrons.

We will be installing a monitor behind our circulation desk that will run a slide show of our upcoming programs and other important announcements for our patrons.

The per Capita Grant is now available and Director will be completing it within the month.

This month the State of Illinois has told all entities to have a sexually harassment class. Director includes continuing education during staff meetings.

Statistics are enclosed.

Maintenance: Elevator Compliance – We must be certified and we failed our inspection. The lighting and power should be on still and its not. We have an exposed cable in the shaft and a metal

pipe on the side is showing, Kone installed the emergency phone wrong, it should be two way and it's not, A metal grate is needed to put over the sump pump in the elevator, right now we just have plywood over it. There are certain penetrations in the wall of the shaft. Kone had been our elevator service provider but we have All Rise is our elevator maintenance company now.

Communications: None.

Old Business: Green Space – Nothing.

25 year celebration – The committee judged the logo contest entries and the winner was Tracey Burkenmeier of Edwardsville and Bethalto.

Cloud software was being investigated and we found the leasing license for the software will cost eighty dollars for a ROM upgrade and will require a separate license per year.

3D Printer – it will cost twenty seven hundred dollars to purchase, and for maintenance and maintaining supplies. The Collinsville library allows anyone to use their printer, Edwardsville and Glen Carbon only allow their patrons to use it. SIUE charged for theirs based on volume.

We need to increase our tablets, as only three are working. We had ten Galaxy A tablets. It will cost four hundred dollars for each replacement, Launch pads have already been proposed on, and this is not flexible. We will roll them out in May to coincide with the five to ten year plan. These expenditures would cost one thousand eight hundred and sixty eight dollars and would come out of the Board's discretionary fund.

A motion was made by Juehne and seconded by Lindsay to purchase a 3D printer at a cost of up to twenty seven hundred dollars.

Ayes: Erschen, Juehne, Lindsay, Scheller and Ashcraft.

Absent Elson and Lanahan.

A motion was made by Lindsay and seconded by Erschen that we buy seven new tablets at a cost of up to four hundred dollars each.

Ayes: Erschen, Juehne, Lindsay, Scheller and Ashcraft.

Absent: Elson and

Lanahan.

There is a Human Trafficking Seminar on January 29th, 2020 from nine to noon geared to businesses and it will be held here at the Library, put on by SIUE, at twenty five dollars per person. If we could do an evening seminar, we would open it up to our public, the format not necessarily the same as the morning one and we would invite the police as well. It would be open to up to one hundred twenty five people and we could pay up to four hundred dollars from the Board fund for an instructor.

A motion was made by Scheller and seconded by Lindsay to spend up to four hundred dollars for the evening class for the public and police force.

Ayes: Erschen, Juehne, Lindsay, Scheller and Ashcraft.

Absent: Elson and Lanahan.

Scheller asked that the Board members provide bios by the first of January, to include also their five favorite books. In February what their hobbies are and in March any collectibles to display. There was discussion about the next big ticket item – whether furniture or flooring, and where to go with the elevator.

Policy Manual: Board members are to review. Tabled until next meeting.

Survey and salary projections: Scheller had ten surveys returned. She had sent out twenty six. The data she presented in blue was percentage of population served. There was a twenty five percent staff to patron ratio. We are good, some were lower, on the ratio of staff to patron there needs to be better efficiency.

Salary range and projections – how to stay ahead? If we stay at three percent increase each year that would put us at our salary range for everybody by 2025.

New Business: Historical and Genealogy Room – Director had asked both groups to clean up the room and they complied. They do have a contract with the library. We now call it the meeting room.

Camera in Back stairwell, H& G room, Alley – Director would like to install cameras in each of these areas. The cost from George Alarm would be twelve hundred dollars to install three cameras and one hundred sixty four to one hundred seventy dollars nine for warranty and maintenance.

A motion was made by Erschen and seconded by Scheller to purchase and install three cameras from George Alarm at accost of twelve hundred dollars and warranty and maintenance up to one hundred seventy nine dollars

Ayes: Erschen, Juehne, Lindsay, Scheller and Ashcraft.

Absent: Elson and Lanahan.

Heritage Quest Invoice: The fee to keep it current is one thousand five hundred and fifty five dollars and sixty cents.

A motion we made by Scheller and seconded by Juehne to approve the payment of one thousand fifty five dollars and sixty cents to Heritage Quest.

Ayes Erschen, Juehne, Scheller and Ashcraft. Lindsay abstained.

Absent: Elson and Lanahan.

Closed Session: None.

Announcements and Adjournment: Ashcraft has had surgery and is going to have a T. C. Scan on his back this Thursday. He may have to have tri- level surgery on his back.

The meeting was adjourned at 9:16 p.m.: