

Tri-Township Public Library  
Board of Trustees Meeting  
Regular Minutes  
December 3<sup>rd</sup>, 2019

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

Roll Call: Elson, Erschen, Lanahan, Scheller and Ashcraft. Absent: Juehne and Lindsay.

Present from the Public were David Cassens, Director, Norma Sidener, Josh Schuette and Bryan Gorman, Vice President, Busey Bank.

Juehne entered at 7: 03 p.m.

Additions to the Agenda: None

Approval of Minutes: A motion was made by Erschen and seconded by Scheller to accept the September 19th, 2019 special meeting minutes as presented.

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

A motion was made by Scheller and seconded by Erschen to accept the November 5<sup>th</sup>, 2019 regular meeting minutes as presented.

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

Treasurer's Report: We are solvent. We are naming a separate account to be ready for The 2019 financial report is due.

Director's Report: Director will be speaking to the Rotary Club of Troy about the Library and this programs we offer on Wednesday December the 4<sup>th</sup> at noon.

The donor boards in the lobby area have been relocated to the main stair well.

We have purchased a television to mount on the wall behind the circulation desk to help notify patrons of any upcoming programs.

Despite technical difficulties our Trivia Night went well.

As part of our new initiative to introduce continuing education to our staff we will begin conducting Homeless Training Education.

Statistics are attached.

Maintenance: Elevator Repairs - Director reported that All Rise Elevator Company would need a down payment of three thousand six hundred and seventy five dollars to begin the upgrades needed for the elevator and a balance of three thousand six hundred and seventy five dollars to complete the upgrades.

A motion was made by Elson and seconded by Lanahan to pay the down payment of three thousand six hundred and seventy five dollars to All Rise Elevator Company to do the upgrades on the elevator.

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

A motion was made by Elson and seconded by Juehne to pay the balance of six hundred seventy five dollars to All Rise Elevator Company on completion of the upgrades to the elevator.

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

Barcom Upgrades- Director said that our fire alarm system is outdated and he has gotten a quote from Barcom to upgrade the system. The cost to upgrade will be one thousand five hundred and thirty six dollars and labor cost of one hundred forty nine dollars per hour, with a monitoring fee of fifty dollars per month. A motion was made by Elson and seconded by Juehne to have Barcom upgrade the fire alarm system.

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

Absent: Lindsay.

Communications: Josh Schuette and Brian Gorman from Busey Bank gave us a presentation on our investments and would come back on March 2<sup>nd</sup>, 2020.

Old Business: Green Space – Scheller said she would contact Lawn and Order in Lebanon or O’Fallon in January and see them about beginning landscaping in March.

25 year Celebration Committee – there were no updates from the committee but Scheller highlighted some of the planning for the upcoming months. The Human Trafficking Seminar is still only for business as she hasn’t heard back about the evening session open to the public.

Lazerware has 10” tablets for one hundred eighty nine dollars and fifty two cents each and she suggested we get ten new ones in case three would go out of service and to ask about GPS chips for the new ones.

The committee also discussed bringing in authors to come and talk about their books. The theme would be where fact meets fiction and we would have three weeks of each.

Scheller reminded the Board about getting their headshots in and activities are planned up through July. We might have fundraisers and other activities from August to the end of the year.

Policy Manual – The policy manual was amended and pages.

A motion was made by Scheller and seconded by Elson to accept the amended Policy Manual.

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

Absent: Lindsay.

New Business: Sick time – Director said that sick time is now forty hours per year for full time staff and twenty hours for part timers.

Director asked if the Board could agree to roll over sick time. There was discussion about short term disabilities, FMA, and if vacation time could take over after sick time was used up.

The board decided to check the policy manual, research and investigate options, so this was tabled.

Director asked if the board would consider giving full time staff a forty hour work week. They now work thirty seven and a half hours. This would impact scheduling as they now have half hours a day. There was discussion and it was decided to change the full time work week from thirty seven and a half hours to forty beginning in January.

Beanstack Mobile App. – Director said this app would be for our Summer Reading Program and would basically eliminate all paperwork as patrons would have the app on their phones.

Patrons, children and adults would scan their books and would have a link to our library’s catalogue. This app would come in three levels, basic would cost six hundred ninety five dollars. Essential, seven hundred ninety five dollars and Premium eight hundred and ninety five dollars with a three year license.

A motion was made by Scheller and seconded by Lanahan to purchase the premium Beanstack Mobile app with a three year three license for eight hundred ninety five dollars.

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

Absent: Lindsay.

Closed Session: A motion was made by Scheller and seconded by Elson to go into closed session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body or hearing testimony on a

complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. According to the Open Meetings Act Section 2© (29).

Closed Session was opened at 8:42 p.m.

The board returned to open session at 8:54 p.m.

A motion was made by Scheller and seconded by Lanahan to increase the salary of our children's librarian effective immediately.

Announcements and Adjournment: Sue Lanahan is leaving our area and will be missed by all of us, she will be back in February for her daughter's wedding.

Dennis Ashcraft is doing therapy until the end of April and his shoulder is improving.

Kathy Scheller's garage door came down on her car and she is in the process of getting a new car. She asked for prayers for her son to get a job.

Director got a call from the auditor and they need the statement for economic interest,

Twylla Juehne's son has gotten fellowship with the U.N. in Cologne Germany.

The meeting was adjourned at 9:p.m.