

**Tri-City Public Library District**

**Board of Trustees Meeting**

**Monday, January 21, 2013**

Buffalo Village Hall and Library

Minutes

The regularly scheduled January meeting of the Tri-City Public Library District was called to order at 7:04 pm. Present were Trustee John Coss, President Leanne Haage, Treasurer Paula Garrison, Trustee Jeri Marxmann, Vice President Loretta Parrish, Secretary Laura Pickrell, Head Librarian Chet Brandt, Absent-Trustee Dana Edwards.

**Recognition of Visitors/Public Presentation-** none present

**Approval of Agenda-**Loretta made a motion to approve the amended agenda and Laura 2<sup>nd</sup> the motion. All ayes, agenda approved.

**Approval of Minutes-** Jeri made the motion to approve the corrected December 17 board meeting minutes and Loretta 2<sup>nd</sup> the motion. All ayes, minutes approved. Laura made a motion to approve the amended Jan 17 special board meeting minutes and Paula 2<sup>nd</sup> the motion. All ayes, minutes approved.

**Treasurer's Report/Reading of the bills-**Paul gave a treasurer's report and gave the balances of the building fund, Checking account, and Memorial funds. She plans to meet with the accountant to discuss reports and charges for service prior to the next board meeting. The bills were reviewed and discussed. John made a motion to approve the bills as presented and Jeri 2<sup>nd</sup> the motion. Roll call vote was taken- Leanne-yes, Paula-yes, Jeri-yes, Loretta-yes, Laura-yes, John-yes, Dana-absent. Motion passed 6-0-1.

**Fundraising Report-**John gave an update on the Rhythm and Blues Night. He talked about possible dates and costs of the night. He will gather more detailed information for next meeting.

**Personnel Report-**Discussion of staff evaluation that needs to be done in March. Laura will look at evaluation tool and bring suggestions to next meeting.

**Steering Report-**none

**Head Librarian's Report-** Chet reported on December statistics of library usage. Chet has purchased some new items with the per capita grant money. Some of those items are job hunting and career development videos, disc repair machine and he is looking into an outdoor message board and a "Little Free Library" station. He has

been working with the Elementary school to help them with their Dr. Seuss celebration in March and has purchased some items to donate to that. He attended a training on the new Polaris computer system making the library completely web-based. This will allow the library access to more books as 4 library systems will be merged. The library will be off-line beginning March 29 for two weeks and plans to go "live on April 9, During this time, people will be able to check books in and out but will not be able to use interlibrary loan.

**Old Business-** The RFP for the architect was presented and discussed. Loretta and Leanne met with Tim Patrick who helped create the draft and proposal. Jeri made a motion to approve the corrected Architectural Request For Proposal. John seconded the motion.

John Coss left the meeting at 8:51pm

**New Business-**A. Discussion of land options for building-The Buffalo Village Board has agreed to give us use of any of the land that is currently village hall land. They will help negotiate any additional land next to the hall that may be needed. We can use the current space as a community room if that was something we wanted. They would also be willing to take out a bond to help build the library with the library paying pay the cost over time.

Paula made a motion to adjourn the meeting at 9:01 pm. Jeri 2<sup>nd</sup> the motion. All ayes. Meeting adjourned.