

Tri-Township Public Library  
Board of Trustees Meeting  
Regular Meeting  
October 6, 2020

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

Roll Call: Present: Elson, Erschen, Juehne, Lindsay, Scheller and Ashcraft      Absent: Espindola

Present from the public were David Cassens, Director for the Tri-Township Public Library, Leslie Frazier from Frazier Accounting Services and Elizabeth Geisen and her Girl Scout Troop.

Input to the Agenda: No additions.

Approval of Minutes: Tabled for next meeting.

Treasurer's Report: Scheller reported the library is solvent and doing well. The Accountant provided the Board with multiple financial statements: September Budget vs. Actual, FY YTD vs. Actual, FY YTD Statement of Activity Compared to Prior Year, Detailed Statement of Financial Activity Last Month, FY YTD Statement of Activity, Statement of Financial Position, Payroll Summary, Expenses by Vendor Summary by Amount, Expenses by Vendor Summary by Name, and IL Funds Transfer Totals. The board spoke to the accountant and agreed to plan to have the accounting end account activity the week prior to the Board meetings in order to provide reports to the Board for review. This will happen 3 or 4 times a year.

Director's Report:

- Several changes have happened on the library's website. Cassens still needs a few more board members' head shots for the site.
- The library received the Per Capita Grant money.
- The library's digital escape room is finished and on the website.
- The book sales have resumed and doing well. Patrons are required to make an appointment. Appointments are set up in half hour intervals with a maximum room occupancy of 10 people.
- Despite going fine free, the library will continue to host a Food for Fines collection for donation to the food pantry.
- Lots of children's programming planned in October including in-person and virtual activities, DIY take and make kits, virtual volunteer opportunities for teens and a family scavenger hunt.
- Review of statistics shows healthy engagement despite current state mandates in place.
- Deliveries are continuing at Liberty Square and restocked their "little" library with book sale books.
- Registered first time voters.

Maintenance: No updates or discussion.

Communications:

1. Girl Scout Project - Geisen's Girl Scout Troop presented their project to the Board for consideration. Their proposal encompassed upgrading and/or providing supplies for the outside area. They presented options for the area including the following.

- Table/bench – These are 14 inches high, made from composite materials and ideal for children. Staff or patrons can combine two to form a desk. Additional seating in that area is needed for after school activities and tutoring.
- Stools – These are made from composite materials and stackable.
- Lighting on pergola – String lighting to place on the perimeter of the pergola.
- Landscaping - They will remove dead plants and weeds, replace plants and mulch the area.

The troop's proposal also included building a structure to protect the composite pieces from weather and storage. Cassens and the Board agreed to discuss the proposal with the Children's Librarian and get her involved. Cassens would reach out to Geisen to discuss details by October 16.

2. Accountant Bids – Leslie Frazier, CPA, from Frazier Accounting Service in Troy introduced herself, provided her experience and a fee schedule for consideration by the Board. Frazier is practiced in working with government bodies and the many regulations that come with them as clients. She can provide the services/statements that were proposed by board members. Frazier quoted a one-time fee of \$250 to set up payroll and \$750 per month for services. The Board will continue the discussion on what they need, when and how often. Frazier will be notified when a decision is made.
3. Audit – Tabled due to the firm not responding.

#### Old Business:

1. Volunteer dinner – Canceled/postponed until 2021. Volunteers will still receive a thank you card and umbrella from the Board.
2. 25<sup>th</sup> Anniversary – Canceled/Postponed until 2021.

#### New Business:

1. Hoopla Invoice – The invoice of \$1,578.54 covers services through October 1 2020. Scheller made a motion to approve payment. Elson seconded the motion. Ayes: Elson, Erschen, Espindola, Juehne, Scheller and Ashcraft. Abstain: Lindsey. Absent: Espindola. Cassens asked for \$10,000 to replenish the Hoopla fund and hopes that will last through February of 2021. This increases our online offerings for patrons during the pandemic. Statistics reflect an increase in users and the price has not increased for the materials. Scheller made a motion to replenish the Hoopla account by \$10,000. Elson seconded the motion. Ayes: Elson, Erschen, Espindola, Juehne, Lindsay, Scheller and Ashcraft. Abstain: Lindsay. Absent: Espindola.
2. Belleville News Democrat Renewal – Cassens renewed this publication for another 52 weeks at a cost of \$696. The renewal includes an online subscription, but the library cannot provide that access to the patrons as it is for personal use. That would violate the agreement and potentially end in a lawsuit. The publication provides decreasing amounts of local news and more national stories. The subscription price also increases about \$100 each year. After some discussion Cassens will call to negotiate a lower subscription rate and a shareable online access for the patrons.
3. Envisionware Self-Checkout Software – Cassens presented the proposal for this software. There is no need to purchase additional hardware since the library already owns the necessary supplies. The proposal calls for \$1,000 installation, \$1,250 for the software, \$995 for the staff monitoring module for a total of \$3,245. There is also an annual maintenance fee of \$381 which gives the library access to software updates. Since installation is a simple download that Lazerware, Inc.

will oversee under our current agreement, Cassens will try to negotiate this out of the proposal. Scheller made a motion to approve up to \$3,245 for the installation of Envisionware Self-Checkout Software. Juehne seconded the motion. Ayes: Elson, Erschen, Juehne, Lindsay, Scheller and Ashcraft. Absent: Espindola.

4. Levy Ordinance – Audit Fund 20/21-07 - Scheller made a motion to approve. Lindsey seconded the motion. Ayes: Elson, Erschen, Juehne, Lindsay, Scheller and Ashcraft. Absent: Espindola.
5. Levy Ordinance – Building and Equipment Fund 20/21-08 - Scheller made a motion to approve. Lindsey seconded the motion. Ayes: Elson, Erschen, Juehne, Lindsay, Scheller and Ashcraft. Absent: Espindola.
6. Levy Ordinance - General Fund 20/21-09 - Scheller made a motion to approve. Lindsey seconded the motion. Ayes: Elson, Erschen, Juehne, Lindsay, Scheller and Ashcraft. Absent: Espindola.
7. Levy Ordinance IMRF Fund 20/21-10 - Elson made a motion to approve. Scheller seconded the motion. Ayes: Elson, Erschen, Juehne, Lindsay, Scheller and Ashcraft. Absent: Espindola.
8. Levy Ordinance – Insurance Fund 20/21-11 - Elson made a motion to approve. Scheller seconded the motion. Ayes: Elson, Erschen, Juehne, Lindsay, Scheller and Ashcraft. Absent: Espindola.
9. Levy ordinance – Social Security Fund 20/21-12 - Elson made a motion to approve. Scheller seconded the motion. Ayes: Elson, Erschen, Juehne, Lindsay, Scheller and Ashcraft. Absent: Espindola.

Cassens requested Erschen come by the library to sign the paperwork for the levy ordinances.

Board went into Closed Session at 9:24 p.m. Closed session ended at 9:29 p.m.

The Regular meeting resumed at 9:29 p.m.

A motion was made by Scheller and seconded by Elson to give the library director a raise by 1%. Ayes: Elson, Erschen, Juehne, Lindsay, Scheller and Ashcraft. Absent: Espindola.

Announcements: None

Meeting adjourned at 9:42 p.m.