

Tri-Township Public Library
Board of Trustees Meeting
Regular Meeting
June 1, 2021

The meeting was called to order by President Ashcraft at 7:03 p.m.

Roll Call: Present: Elson, Espindola, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen
Present from the public was David Cassens, Director for the Tri-Township Public Library; Joel Pikora, Assistant Director for the Tri-Township Public Library; and Dianne Todd from YCG Accounting.

Pam Espindola entered the meeting at 7:06 p.m.

Input to the Agenda: None.

Approval of Minutes:

1. Regular meeting December 1, 2020 – Tabled
2. Regular meeting January 9, 2021 – Tabled
3. Regular Meeting April 6, 2021 – A motion was made by Scheller and seconded by Lindsay to accept the minutes. Ayes: Elson, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen
Abstain: Espindola.
4. Regular Meeting May 4, 2021 - A motion was made by Scheller and seconded by Lindsay to accept the minutes as amended. Ayes: Elson, Lindsay, Scheller and Ashcraft. Absent: Erschen
Abstain: Espindola and Juehne.

Treasurer's Report: Scheller shared that the library is financially solvent. We are waiting for our next tax payments to come in.

Director's Report:

1. The summer reading program will kick-off June 5. Participants can sign up online.
2. The staff development day went well. Staff visited the aquarium and the Arch Museum in St. Louis.
3. The SHARE Hub in Edwardsville has been closed down for 2 days and will re-open Wednesday, June 2.
4. Illinois is currently in the Bridges Phase of the COVID Plan. If all goes well the state will be in Phase 5 soon. Pikora stated that Governor Pritzker announced the state will transition to Phase 5 June 11. There are guidelines in place regarding vaccinated v. non-vaccinated protocols. Pfizer vaccination has been approved for 12 to 15 year olds. Moderna has applied for 12 to 15 year old usage. Pfizer began trials on 2 to 11 year olds. U.S. executive order has not changed concerning the wearing of masks. The staff will start to move furniture back into the library.
5. For the board members trying to complete their training, the state training website has been hacked therefore shut down. Updates will be provided as they become available.
6. Pikora starts his last semester of studies this fall.
7. Review of library statistics.

8. The AARP Foundation thanked the library for providing a site for tax return preparation for the community. They completed tax returns for 104 clients totaling over \$119,000. This volunteer service helped save these clients approximately \$26,000 by not charging prep fees.

Maintenance:

1. Washing and Resealing Pergola: Elson reported the pergola was looking worn in some areas and will be getting some estimates for maintenance.
2. Elevator Flood repair: All repair invoices from this incident total \$2,835.
 - a. All Rise Elevator \$1,680
 - b. Neil's Plumbing \$755
 - c. True Light Electric \$400

Scheller made a motion to approve payment of these invoices. This was seconded by Juehne. Ayes: Elson, Espindola, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen.

Communications:

1. YCG Accounting - Dianne Todd changed the bills to a weekly time table. She reported having good communication with the library.

Old Business:

1. Girl Scouts: The planting is complete. Invoices for \$472.71 due to the Market Basket and \$68.52 due to Creekside were presented for payment. Juehne made a motion to approve payment of these invoices. This was seconded by Lindsay. Ayes: Elson, Espindola, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen.

The lighting installed was donated by the Girl Scout troop. They collected over \$600 in donations. They need paperwork from the library to document the donation.

2. The benches for this project are \$260 each and agreed to a quantity of eight totaling \$2,080. Juehne made a motion to approve payment for these benches. This was seconded by Elson. Ayes: Elson, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen. Abstain: Espindola.
3. A shed for the Green Space was discussed and to be installed by the Girl Scouts. The cost was \$3,000. A motion was made by Scheller and seconded by Elson. Ayes: Elson, Juehne, Scheller, Ashcraft. Abstained: Espindola, Lindsay. Absent: Erschen.
4. Volunteer Banquet: Looking to host this event in August and continue with Bert's Chuck Wagon as the caterer.

New Business:

1. Surety Bond – Dennis Ashcroft presented the idea of purchasing a surety bond from Jim Lyons at Travelers Insurance. Scheller made a motion to purchase the bond for \$613 and Elson seconded. Ayes: Elson, Espindola, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen.
2. Starting Rate for High School Workers – The board discussed starting the high school aged workers at \$8.50 per hour. Lindsay made a motion to approve this wage and was seconded by Espindola. Ayes: Elson, Espindola, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen

3. Junior library Guild Agreement – An annual subscription in the amount of \$1,947.40 was presented and discussed. Scheller made a motion to approve the annual fee and was seconded by Espindola. Ayes: Elson, Espindola, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen
4. EBSCO Database Agreement - The online databases are \$7,664 and \$159 per month for digital format. Scheller made a motion to purchase the subscription and Elson seconded. Ayes: Elson, Espindola, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen
5. Newspaper Digitization and Website: board discussed purchasing the archives of all of Illinois newspapers and access to digital copies for \$799 per year. Elson made a motion to purchase the subscription and Scheller seconded. Ayes: Elson, Espindola, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen
6. E-Rate Consulting Services Agreement – This contract will cover 2022-24. The fee is \$650 annually for internet service and a \$600 per month service agreement. Lindsay made a motion to purchase the subscription and Espindola seconded. Ayes: Elson, Espindola, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen.
7. Appropriation ordinance – meeting Dates – 21/22-13 - Scheller made a motion to accept the dates and Juehne seconded. Ayes: Elson, Espindola, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen.
8. Appropriation ordinance – reimbursement of Funds – 21/22-15 - Scheller made a motion to accept and Espindola seconded. Ayes: Elson, Espindola, Juehne, Lindsay, Scheller and Ashcraft. Absent: Erschen
9. Budget for 2021-2022 Fiscal year – the proposed budget is completed and available for everyone to review. The board will discuss and vote on at the July meeting. Two funds have increased and we'll need to levy for those funds. Auditor fund dropped from \$10,000 to \$7,000.

Closed Meeting: None

Announcements and Adjournment:

Meeting adjourned at 9:02 p.m. by Ashcraft.