

Tri-Township Public Library
Board of Trustees Meeting
Regular Meeting
May 4, 2021

The meeting was called to order by President Ashcraft at 7:00 p.m.

Roll Call: Present: Elson, Erschen, Lindsay, Scheller and Ashcraft. Absent: Espindola and Juehne.
Present from the public was Elizabeth Fischer, Circulation Supervisor for the Tri-Township Public Library; Brad Sauer and Blake Shannon from Busey Bank; and Elizabeth Geisen, Toby Mitchell and Madilyn Mitchell representing Girl Scout Troop #578.

Input to the Agenda: Board: Ashcraft added himself to the agenda after Input of Agenda items.
Public: Fischer added Elevator under Maintenance.

Dennis Ashcraft: Ashcraft reminded those in attendance how a former Board members saw their responsibility as running the library in its daily operations. They would visit the library and manage the staff. Ashcraft appreciates the current Board for its work and understanding that the day-to-day operations are the Director's responsibility not the Board. Ashcraft encouraged board members to read the Illinois Standards for Illinois Public Libraries manual. Elson echoed Ashcraft's appreciation stating that this is a great library and it's a privilege to be a patron, worker and Board member.

Election of Officers: Elson made a motion to keep all officers in their current position. Lindsay seconded. Ayes: Elson, Erschen, Lindsay, Scheller and Ashcraft. Nays: None. Abstain: None. Absent: Espindola and Juehne.

Swearing in of Officers: Ashcraft (president), Elson (vice president), Scheller (treasurer) and Erschen (secretary) took the oath and completed the paperwork.

Approval of Minutes:

1. Regular Meeting December 1, 2020 – Tabled
2. Special Meeting January 9, 2021 – Tabled
3. Regular meeting February 2, 2021 – A motion was made by Scheller and seconded by Elson to accept the minutes. Ayes: Elson, Lindsay, Scheller and Ashcraft. Nays: None. Abstain: Erschen. Absent: Espindola and Juehne.
4. Closed Meeting February 2, 2021 - Ayes: Elson, Lindsay, Scheller and Ashcraft. Nays: None. Abstain: Erschen. Absent: Espindola and Juehne.
5. Regular Meeting March 2, 2021 - A motion was made by Elson and seconded by Lindsay to accept the minutes. Ayes: Elson, Erschen, Lindsay, Scheller and Ashcraft. Nays: None. Abstain: None. Absent: Espindola and Juehne.
6. Regular Meeting April 6, 2021 - A motion was made by Scheller and seconded by Erschen to accept the minutes. Ayes: Elson, Erschen, Lindsay, Scheller and Ashcraft. Nays: None. Abstain: None. Absent: Espindola and Juehne.

Treasurer's Report: Scheller shared that the Budget Committee meetings started. There is some concern about falling short of the IMRF budget allocations and told the Board to expect changes in the budget for next year.

Director's Report:

1. Book sales are continuing to go well.
2. The majority of the library staff are fully vaccinated.
3. Rhonda has officially resigned her substitute position. The Board wants Cassens to find out the number of years of service Rhonda provided.
4. The library received its updated Tax Exempt Letter.
5. SHARE has officially ended quarantining books at their hubs therefore so has our library.
6. Review of library statistics.

Maintenance:

1. Washing and Resealing Pergola: Scheller reported the pergola was looking worn in some areas and will be getting some estimates for maintenance.
2. Elevator: The State Fire Marshall inspected the elevator this week. He found 4 feet of standing water at the bottom of the shaft. Unbeknownst to the director or staff, the sump pump had not been working. Cassens arranged for a plumber, electrician and a technician from All Rise Elevator to correct the issues. Approval for invoice was table until all invoices came in.

Communications:

1. Busey Bank: Sauer reviewed the library's investment profile. He recommended investing excess cash (\$25,000) in a short term CD. After discussion, Scheller made a motion to invest \$25,000 in a CD maturing in 2025. Elson seconded the motion. Ayes: Elson, Erschen, Scheller and Ashcraft. Nays: None. Abstain: Lindsay. Absent: Espindola and Juehne.

Old Business:

1. Girl Scouts: Geisen informed the board that the kid benches will be built this week and the solar lights for the pergola were ordered. Toby Mitchell had a few questions for the Board about the proposed storage structure and its placement in the greenspace. Geisen and Mitchell will return with a proposal for the structure for board approval.
2. Budget Meeting: Scheller explained the approved increase in wages has also increased the IMRF contributions and utilities bills are higher than last year. The significant increase in utilities concerned a few board members as there was no explanation for that increase.
3. Volunteer Banquet: Tabled.

New Business:

1. Prevailing Wage Rate ordinance 21/22-14: Scheller made a motion to accept the ordinance and Elson seconded. Ayes: Elson, Erschen, Lindsay, Scheller and Ashcraft. Nays: None. Abstain: None. Absent: Espindola and Juehne.
2. Cloud Library Annual Fee: Fischer presented an invoice for \$850 covering the annual fee for the Cloud Library. Scheller made a motion to pay the invoice for \$850 and Elson seconded. Ayes: Elson, Erschen, Lindsay, Scheller and Ashcraft. Nays: None. Abstain: None. Absent: Espindola and Juehne.
3. Movement of Money: Scheller reminded the Board of the 2019-2020 auditor's recommendation to move the remaining money in the General Fund to the Building Fund. Scheller made a motion to move \$37,662 in accordance with the 2019-2020 audit recommendations and Erschen seconded the motion. Ayes: Elson, Erschen, Lindsay, Scheller and Ashcraft. Nays: None. Abstain: None. Absent: Espindola and Juehne.

4. Staff Development Day: Fischer asked the Board to close the library Thursday, May 27 instead of Friday, May 28 to accommodate a staff development day. The library will now be open that Friday. Scheller made a motion to move the date and Elson seconded. Ayes: Elson, Erschen, Lindsay, Scheller and Ashcraft. Nays: None. Abstain: None. Absent: Espindola and Juehne.

Closed Meeting: None

Announcements and Adjournment:

Scheller's son was promoted and her brother's estate was finalized.

Meeting adjourned at 8:13 p.m. by Ashcraft.