

Tri-Township Public Library
Board of Trustees Meeting
Regular Meeting
February 7, 2023

Call to Order: Meeting was called to order by President Ashcraft at 7:00 pm

Roll Call:

Board - Present: Akridge, Ashcraft, Erschen, Espindola, Henry, Juehne, and Scheller
Public – Present: David Cassens, Tri-township Library Director, Elizabeth Fischer, Interim Assistant Director, Kevin Tepen, CPA for C.J. Schlosser & Company

Input to the Agenda -

Board: None

Public: None

Input of Agenda Items

- Volunteer Dinner
- FMLA
- Reaching Forward South

Approval of Minutes:

1. Regular meeting minutes January 3, 2023-Motion made by Erschen and seconded by Henry to accept the minutes as amended.

Ayes: Carried by Acclamation

2. Closed Meeting minutes January 3, 2023- Motion made by Espindola and seconded by Henry to accept the minutes.

Ayes: Carried by acclamation

Treasurer's Report:

We are financially sound and solvent.

Director's Report:

1. The library opened late on Monday January 30th due to inclement weather.
2. I have finished the Per Capita Grant. We should receive a letter soon.
3. As of right now, we have officially transferred over our phone lines, fax number and elevator number to Spectrum.
4. A grant through Dollar General for up to \$3000 for a summer reading program has been submitted.

5. Tax service is now being utilized.
6. We held a CPR class open to the public. The public had to pay for it for the class. We had about 20 people attend. Although it was successful the library will wait a while to host another class.
7. Statistics reviewed.

Maintenance:

1. Community room storage (east wall) area quote:

Quotes were pending for knocking down the wall and putting up a door. These will be put on hold due to use of this area for tax preparation.

2. Lawn care quote from Bob Lotz

A quote for \$160/month was issued by Bob's Outdoor Service.

Scheller made a motion to accept the quote for \$160/month with Bob's Outdoor Service and seconded by Juehne.

Ayes: Akridge, Ershen, Henry, Juehne and Scheller Abstain: Espindola

Communication:

- 1) Audit Report:

Fiscal Year Audit report conducted by C.J. Schlosser & Company, L.L.C. was issued to each board member for review. Kevin Tepen, C.P.A. highlighted several points of interest.

- \$690,000 revenue total was issued through property taxes. Expenditures for 2022 were at \$741,000. Items that have led to this \$51,000 deficit include:
 - \$20,000 increase in salary (Illinois required increase to \$15/hour for all employees by 2025)
 - \$20,000 increase in telephone (this has been addressed and library is now in contract with Spectrum with hope to see a significant decrease in new fiscal year)
 - Contractual service contracts-ILHS \$9000 annual required membership
 - Combined above three items has led to \$40,000 increase in disbursements.
- General Fund cash of \$ 250,000 have dug into the last 2 years.
- Building Fund- Increase of \$34,000
- \$828,000 portfolio has decreased investment return due to trends in the stock market.
- Clean audit over all with no evident problems.

- 2) Tri-Township Public Library District High School Employment Policy

In April 2023, Tatianna Koford will be turning 18 and required by Illinois law an increase wage to \$13/hour. Tatianna's plans are to work until August 2023. Mandatory wage has

increased to \$10.50 hour for those under 18. For our two high school work study students, there is a shared 40 hour/week schedule. With the increase in salary, our new policy will state that each cannot work over 650 hours/year.

A motion was made by Scheller to accept the new policy for work study students for allowance of 650 hours each/year and seconded by Akridge.

Ayes: Carried by Acclamation.

Old Business:

1) Greenspace:

Nothing to add.

2) Utilization Committee:

Meeting on January 11th was very productive. Architect came up with basic blueprint and amendments. A timeline for when the blueprint and property survey requirements will be ready was not given.

New Business:

1) Budget Committee:

Budget Committee includes Kathy Scheller, Pam Espindola, David Cassens and Elizabeth Fischer.

2) Volunteer Appreciation Week:

Traditionally, the library throws a party for library staff, Friends of the library, AARP and other volunteers. This year volunteer appreciation week is April 24th-28th. Due to conflicts with other events in the library it was determined April 20th will be a feasible day for this dinner. Committee for putting this dinner in place includes Kathy Scheller, Pam Espindola, Twyla Juehne and Dawn Henry.

3) FLMA:

Discussions ensued regarding what this entails for library personnel. Six weeks paid sick time with Dr. release. A total of 12 weeks would require additional 6 weeks of PTO or unpaid with job security during this time. Federal government says you must use 6 weeks PTO (vacation and personal) and after 12 weeks a job will be secure.

4) Reaching Forward South:

Annual Conference for Reaching Forward South will be held in O'Fallon, IL on April 14th. This would cover continued education requirements for staff (2 continued education days are allotted

annually). All staff wish to attend. Cost is \$90/person. This would require the library to be closed for all to attend.

Motion made by Scheller to pay \$540 for all staff members to attend Reading Forward South Annual Conference and seconded by Akridge.

Ayes: Akridge, Erschen, Espindola, Henry, Juehne and Scheller

Motion made by Scheller and seconded by Juehne to close the library April 14, 2023 to allow staff to attend the Reading Forward South Conference.

Ayes: Carried by Acclamation

A motion was made by Scheller and seconded by Juehne to go into closed session to discuss wage increase for staff member Mary Austin.

Ayes: Carried by acclamation. Closed meeting began at 8:11 pm.

A motion was made by Juehne and seconded by Erschen to go back into open meeting at 8:40 pm.

Ayes: Carried by acclamation.

A motion was made by Juehne and seconded by Erschen to approve a wage increase for Mary Austin, cataloger/clerk, from \$15/hour to \$17/hour beginning next pay period.

Ayes: Erschen, Henry, Juehne and Scheller

Abstained: Akridge and Espindola.

A motion was made by Scheller and seconded by Espindola to adjourn meeting. Meeting adjourned at 8:42 pm.