

Tri-Township Public Library  
Board of Trustees Meeting  
Regular Meeting  
June 6, 2023

A. Call to Order: Library board meeting was called to order by President Ashcraft at 7:00 pm

B. Roll Call:

Board - Present: Akridge, Ashcraft, Erschen, Compton, Henry, Juehne, and Scheller  
Public – Present: David Cassens, Tri-township library director, Elizabeth Fischer, Interim Assistant Director, Pamela Espindola and Michelle Nickerson, patrons of the library.

Input to the Agenda -

Board: None

Public: None

Input of Agenda Items

C. Election of Officers:

1. Henry nominated Michelle Erschen for President and Compton seconded.

Ayes: Carried by majority

2. Juehne nominated Mary Ellen Akridge for Vice-President and Henry seconded.

Ayes: Carried by majority

3. Akridge nominated Scheller for Treasurer and Compton seconded.

Ayes: Carried by majority

4. Scheller nominated Juehne for Secretary and Compton seconded.

Ayes: Carried by majority

D. Approval of Minutes:

1. Regular meeting minutes May 2, 2023-Motion made by Scheller and seconded by Henry to accept the minutes as presented.

Ayes: Carried by Acclamation

E. Treasurer's Report:

We are financially sound and solvent. More details will be under Budget Committee under Old Business. The first installment of monies will be distributed Friday, June 9<sup>th</sup>.

F. Director's Report:

1. As the board knows our Summer Reading Program kick off went great! And there is more fun to come! Please familiarize yourselves with our upcoming programs. Most of the programs that need to be registered for are already booked.
2. Mary Austin is no longer working for us. Her last day was supposed to be June, but she changed it to June 1<sup>st</sup>. We wish her many blessings in her new job.
3. The ongoing billing issue with AT&T is mostly taken care of, I am waiting for the final decision from the company about one last invoice.
4. We will receive our Per Capita grant in the amount of \$24,906.85. The Dollar General Store grant in the amount of \$2500.00 was received this month.
5. Statistics Attached.

G. Maintenance:

1. Elevator Modernization Quotes and update:

David Cassens received an Elevator Modernization Agreement from Allrise Elevator Company, Inc. for installation in the amount of \$108,782. This does not include a contract for maintenance. KONE Elevators and Escalators could be an alternative for maintenance with offering of the first year for free. Preference is to have a maintenance contract with the company who installed the elevator. Allrise Elevator Company uses all open-source equipment. Suggestions were made that the building committee search for other companies for a comparison installation and contract. This will be tabled until we receive quotes from other companies.

H. Communication:

1. Board Duties and Responsibilities:

Page 2 within the Public Illinois Codes lists 23 core standards for library board duties and responsibilities. A few of these responsibilities were read out by Dennis Ashcraft including, showing up at board meetings, participation support and evaluation of library director. Dennis encouraged each member to review. There is a checklist to show if we are on task. Scheller suggested board members offer up their talents to help offer more programs throughout the year.

2. Board Officer Term Limits:

Compton proposed library board officers' terms to be rotated every 2 years. After discussion within the board and to allow implementation of newly elected board officers' goals, this was updated to every three years. Understanding that the Treasurer should be on the Budget Committee for a year prior to being elected as Treasurer.

3. Mandatory Board Attendance at Programs:

Henry wrote up and presented to each board member a proposal for board member attendance at a minimum of three programs a year. She suggested we wear our name badges to make each board member more visible to the community. Board members would give a verbal report on their attendance at the programs. Michelle Nickerson, library patron, gave positive feedback regarding attendance of board members at Summer Reading Kick Off and picture of their attendance.

4. Board Member Training/Committees:

As a board member, we are ultimately responsible for everything that happens within the library. One of the best ways to fulfill that responsibility to the fullest is to learn about our library. Mary Ellen Akridge proposes we set up standing committees that will not only educate us but also make us more productive.

Proposed committees for Tri-Township Library Board:

After an introductory meeting, each committee will work with the Director as needed, complete the task at hand and make a recommendation to the full board, if needed.

Personnel-Learn about job descriptions, use of employee's time, hiring and scheduling.  
Akridge, Compton and Henry

Policy- Learn about ongoing board policy, conduct a full policy review, and recommend changes, if needed, to the full board.  
Akridge, Ashcraft, and Juehne

Finance- Learn about the monthly expenses, overall financial systems, and work on annual budget and levies and ordinances in conjunction with the library director.  
Scheller, Compton and Henry

Buildings and Ground- This would be the committee to get information or bids on necessary repairs, work on space issues or future expansion plans and Green Space utilization.  
Scheller, Akridge and Juehne

Public Relations- Learn what is being done to publicize the library and work with staff to enhance public awareness, consider ways the Board can help this effort and ways the Board can be more visible.  
Erschen, Akridge and Henry

Committees should be switched every two years and reports should be listed on the agenda. The board does not dictate when these committees meet. Eventually, staff will be added to these committees.

A motion was made by Akridge and seconded by Compton to adopt the following committees to educate board members and increase board participation.

Ayes: Carried by Acclamation:

5. Library By-Laws:

Discussions for changes to 2 (s) of Powers and Duties of Board Trustees.

(s) Trustees shall be elected biennially at the regular election schedule for Trustees of Public Library Districts under the general election law, for 6-year terms, and seven (7) trustees shall constitute the Board. Their terms shall be staggered. After the first election, the Trustee shall determine by lot which Trustees shall serve for terms of 2, 4 and 6 years from the 1<sup>st</sup> Monday of the month next following the month of the election with three (3) Trustees being selected for 6-year terms. At each biennial election thereafter, the Trustees elected to succeed those whose terms have expired, shall hold office for the full 6-year term from the 1<sup>st</sup> Monday of the month next following the election and until their successors are elected and qualified.

Earlier discussions (see "Communications-2) suggested terms to be for three years and rotated between board members. Ashcraft brought up concerns with overlap of newly elected trustees every six years. Discussions and a vote on a four-year term ensued with a proposal by Akridge and seconded by Henry. Concerns for board members not wishing to be on the rotation and conduct of no term limits from other boards that Ashcraft attends brought valid points for keeping the by-laws as stated. We will keep the by-laws as written in 2 (s).

I. Old Business:

1. Green Space:

The Green space was weeded and then \$400 worth of rock, mulch and weed barrier were laid by Scheller, Espindola, Akridge and Juehne. This was in lieu of having landscapers charge over \$700 just to take out the old rock.

Scheller has taken rocks, bricks, and an old headboard to beautify the fence area with the theme of "Good Night Moon". She has instituted friends to help with the painting. She is also having donated a wine cooler wind chime to be added to the Green Space.

2. EBSCO Data Base Quote:

EBSCO online database provides access to thousands of peer-reviewed journals and reference sources. Previous quotes for full usage were at \$8000 annually but have gone up to \$8130. Staff are most interested in "Novelist" reference guide for reader advisory. David Cassens received a more pared down and relevant list for a quote. Quote is for \$6663.00.

A motion was made by Akridge and seconded by Compton to approve \$6663.00 for purchase of a reduced and more relevant EBSCO database package.

Ayes: Akridge, Ashcraft, Compton, Erschen, Henry, Juehne and Scheller

3. Budget Committee:

A hardcopy of Income FY2024 and Expenses FY2024 was given to each board member and to the public. Budget Committee met March and April 2023 to review income for 2024. Projections are made to determine what budgeted amount is needed but that does not mean the library will get what we ask. Scheller reviewed in detail each line item and answered questions regarding the 2024 budget. The board will vote in July 2023 on the final budget.

J. New Business:

1. New Hires:

Noelle Rogers was hired as a Circulation Clerk at \$15/hour. Her hours will be Monday-Thursday 4 pm-8 pm and Saturday 10 am-2pm

Catherine Ricchezza was moved from Circulation Supervisor to Circulation/Cataloger at \$17/hour to replace Mary Austin. She is required to take cataloging courses for this position.

Motion was made by Compton and seconded by Akridge to hire Noelle Rogers for the Circulation Clerk position at \$15/hour and Catherine Ricchezza for the Circulation/Cataloger position at \$17/hour.

Ayes: Akridge, Ashcraft, Compton, Erschen, Henry, Juehne and Scheller

2. Job Description:

David Cassens listed each of the positions that Tri-Township Library currently has. This entails: Director, Cataloger, Youth Librarian, Head of Circulation/Assistant Director, Circulation Clerk (part-time), Community Liaison, Cataloging clerk and. We have eliminated the Janitorial position as this is a contracted position.

Discussion as to Elizabeth Fischer's title for Head of Circulation/Assistant ensued but will be tabled for next month's meeting.

3. Letters to Heaven Initiative:

Compton explained a program that is popular in England called "Letters to Heaven" entailing cemeteries placing a physical white mailbox for patrons to write bereavement letters to those who have passed. A plan on this would entail the library display a white mailbox that patrons might write letters to those who have passed or who may be estranged. Quarterly, we could have a burning ceremony for these letters offering patrons to attend. Suggestions to change the title to "Letters to Loved Ones" were provided and accepted by the board. Compton will take on this initiative.

4. Pay Scale:

Tabled for next meeting.

5. Director Time Off:

David Cassens, Director of Tri-township Library, asked for PT off from the last week of August to the First week of September for a seminary course he was awarded. He will be missing the September board meeting.

A motion was made by Akridge and seconded by Ashcraft to approve David Cassens two week leave from the last week of August to the first week of September noting that he will miss the September board meeting.

Ayes: Carried by Acclamation

6. Public:

In attendance at June's board meeting was library patron, Michelle Nickerson. She raised several questions and comments to the board.

- A. Michelle asked how compatible the library's salary is with the local pay scale. These salaries will be discussed at next month's meeting. Scheller responded that we are compatible with other libraries.
- B. After reviewing the 5-10 year plan as outlined on Tri-township libraries webpage, Michelle asked if we have met this 5- 10 year plan that goes through 2025. Most of these have been met and a committee has been assigned to review this 5-10 year plan. Scheller stated that there were updates posted as we met these goals, but this practice was not continued after the past few years. Akridge stated that we are addressing the fact that our LRP is almost up.
- C. As Juneteenth is a new State and Federal Holiday, Michelle asked if the library takes this day off? The board voted on this day to remain open for teaching the meaning of Juneteenth. This brings it into comparison to other Federal holidays such as Presidents Day and Columbus Day that the library remains opened.
- D. Michelle asked how the public might get something placed on the agenda and how the public might contact the board members? Contact information for board members is not listed on the website but staff is. Contacting staff to place items of interest on the agenda and to forward any suggestions to the board was outlined. The library policy committee will review this and take it into consideration. The Board does have a group email that has not been used and can be updated and added to the website.

A motion was made by Akridge and seconded by Henry to adjourn the meeting.

The meeting was adjourned at 9:17 pm.

