

Tri-Township Public Library
Board of Trustees Meeting
Regular Meeting
May 2, 2023

A. Call to Order: Library board meeting was called to order by Vice-President Erschen at 7:01pm

B. Swearing in of Board Members:

Liz Compton, Dawn Henry, and Michelle Erschen were sworn in by board members. Katherine Scheller administered the oath of office.

C. Roll Call:

Board - Present: Akridge, Erschen, Compton, Henry, Juehne, and Scheller Absent: Ashcraft.
Public – Present: David Cassens, Tri-township library director, Elizabeth Fischer, Interim Assistant Director

Input to the Agenda -

Board: None

Public: None

Input of Agenda Items

D. Approval of Minutes:

1. Regular meeting minutes April 4, 2023-Motion made by Scheller and seconded by Akridge to accept the minutes as amended.

Ayes: Carried by Acclamation

2. Closed meeting minutes April 4, 2023- Motion made by Scheller and seconded by Henry to accept the minutes as amended.

Ayes: Carried by Acclamation

E. Treasurer's Report:

We are financially sound and solvent.

F. Director's Report:

1. I have negotiated with Republic Services about a new trash contract. It is not ideal because of the limitations of the area but we will not be spending any more money than we had been.

2. Mary Austin, our cataloger to replace Denise Putz when she retires in December, is leaving the library for another job. Her last day will be June 2nd. I am currently reorganizing our staffing to better suit our needs.

3. We have received our E-rate funding for the upcoming year. A total of \$2782.20 was awarded for funding.
4. Currently, I am coordinating our three elevator companies so they can do the inspection we still need.
5. I have recently purchased a dispenser and sanitary products for women's bathrooms. We will mount the dispensers on Wednesday and provide free sanitary products to our patrons. As of now, I have only purchased enough to see if patrons will take advantage of this service. The cost was under my board approved limit and was a good deal.
6. Statistics Attached.

G. Maintenance:

1. Elevator update:

Presently, all three companies; Allrise Elevator Company, Inc., Barcom Alarm Company, and the inspector for the elevator are required to come at the same time during an inspection and this is not feasible and hard to line up.

We need repairs on the elevator as well as a new service contract. The original elevator company no longer exists, and parts are hard to find. David will contact Allrise Elevator Company for a quote as well as a service contract.

H. Communication:

1. Hoopla Limits:

Presently, library material expenditure is \$4000 over budget. We instituted decreasing checkouts from Hoopla from 10/month to 5/month. More complaints from library patrons have been made. Other platforms were discussed. Liz Compton brought up Libby database, but this is too expensive for our library and sometimes a 3-6 week wait time for books. Elizabeth Fischer presented statistics for Hoopla usage. Presently, there are 5383 library cards issued for Tri-Township library. 15-20% of patrons use Hoopla but 37% of our library material expenditure funds are used for Hoopla. Fiscally, it is our responsibility as a board to agree on a dollar limit for Hoopla. For now, we will keep the limit at 5 checkouts/month.

2. Improper Meetings:

The public must be notified 48 hours in advance of a board meeting if something is added to the agenda. It must be published. If something is added to the agenda during a meeting without notice, it can be discussed but not voted on.

3. Volunteer Banquet:

Mary Ellen Akridge expressed her appreciation to the Volunteer Banquet Committee for all their hard work as well as their own donations for this yearly event. Inclement weather resulted in a reduction of attendees this year. Thoughts were to reduce the committees' efforts on this one event and their own spending and to possibly not have it at the library. Katherine Scheller and her sister contribute a great deal of their energies, time, creative thoughts, and monies (decorations, drinks, snacks, etc.). Dawn Henry suggested their money might be better served on other things besides decorations. Katherine reiterated that her contributions also go to the Greenspace.

4. Board Member Orientation:

Mary Ellen Akridge suggested an orientation for new board members, definition of terms as well as going to programs to have a clear understanding of what the library does.

5. Staff Development Day:

Discretionary funds in the amount of \$300-\$1000 are allotted for staff teamworking and development. It was proposed to spend the day of May 19th at Botanical Gardens and Art Museum. This would require the library to be closed.

A motion was made by Scheller and seconded by Akridge for closure of the library on May 19th for Staff Development Day at Botanical Gardens and Art Museum.

Ayes: Carried by Acclamation.

I. Old Business:

1. Greenspace:

Plants were purchased by Katherine Scheller, and she will be planting them in the raised beds this month.

2. Utilization Committee:

Currently, addition to the library is not financially sound. This will be tabled. Instead, updates to the current library were reviewed. A list of priorities was discussed: #1- Elevator upgrade, #2-carpet, #3-lower-level flooring, #4- windows, #5- painting.

Expansion on the above priorities listed from last April 4th meeting:

Elevator: quote and service contract to be issued by Allrise Elevator Company

Two bids for tile: Finley-\$37,075.59 to put flooring over the tile. Vallow- \$51,688.34 for removal and addition of brand-new tile. The carpet and baseboards will need to be replaced. Bid pending for these items.

3. Budget Committee:

Meeting on Friday, May 5th.

4. FMLA Policy:

FMLA policy was presented.

A motion was made by Scheller and seconded by Henry to accept FMLA policy as presented.

Ayes: Carried by Acclamation

5. Mileage and Travel Expense Policy:

Policy states that the reimbursement rate for travel will be at what the IRS suggests.

A motion was made by Henry and seconded by Compton to approve Mileage and Travel Expenses as amended.

Ayes: Carried By Acclamation

J. New Business:

1. Protection of Freedom of the Library Policy:

The public must give a book that they would like to ban in writing and then present it to the board.

2. New Hire:

Library Circulation I:

A new Library Circulation I was interviewed for a replacement. Anya Skaggs was offered the position at \$15/hour.

A motion was made by Akridge to hire Anya Skaggs at 36 hours/week at a rate of \$15/hour and seconded by Henry.

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

Circulation Supervisor:

As Mary Austin will be leaving, a new replacement cataloger will need to be hired. This will be offered a part-time position at \$17/hour.

3. New Library Card Quote:

New library cards need to be ordered. A quote for 2000 cards at \$2.14 each was received for a total of \$3680.80.

A motion was made by Akridge and seconded by Compton to buy 2000 new library cards for \$3680.80.

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

4. Ebsco Database Quote:

Cost is \$3000/annually. This is for auto manuals and a total of 14 patrons have used it. This is not cost effective for our patrons and will be discontinued.

5. Updated scanner, copier, and fax quote:

Envisionware vs Scan Easy. Cost is \$6415.00 Possibility that patrons can scan and pay with phone and thus do away with FAX machine. Pending for further discussion next meeting.

Motion was made by Akridge and seconded by Scheller to adjourn the meeting.

Ayes: Carried By Acclamation

The meeting was adjourned at 9:41 pm.