

Tri-Township Public Library  
Board of Trustees Meeting  
Regular Meeting  
November 1, 2022

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

Roll Call:

Board - Present: Akridge, Erschen, Espindola, Juehne, Scheller and Ashcraft Absent: Erschen  
Public – Present: David Cassens, Tri-township library director, Elizabeth Fisher, Interim Tri-Township library Assistant Director

Input to the Agenda -  
Board: None  
Public: None

Approval of Minutes:

1. Regular meeting minutes September 6, 2022 -Motion made by Scheller and seconded by Akridge to accept the minutes as written.

Ayes: Carried by acclamation

2. Regular meeting minutes October 4, 2022- Motion made by Scheller and seconded by Akridge to approve the minutes as amended.

Ayes: Carried by acclamation

Treasurer's Report:

We are financially sound and solvent. Busey Bank statement was presented and reviewed by all.

Director's Report:

1. During the last storm our handicap parking sign fell over. The city graciously came out and fixed the sign at no charge.
2. Elizabeth Fisher, interim assistant director, is back from maternity leave and will be attending future board meetings.
3. My staff and I have completed our CPR training.
4. As a reminder, the next election will be next Tuesday, November 8, and the library will be an on-site polling place. Thus, there will be no donations for Friends Book Sale on that day.
5. GED classes will be postponed until next year. There were no sign-ups for this fall's session.

6. All documentation with Spectrum has been signed for phone system transition and proceedings for installation of new equipment is in the works. The transition is still ongoing, but we now have a due date. Plans are to have it completed by this time next month with an absolute due date of December 11<sup>th</sup>.
7. Two library board member positions are up for re-election in April 2023. Additionally, with Marcella Lindsay's resignation, a third will be opened. Thus far, 2 patrons have expressed interest in running for office. Petitions are due December 11<sup>th</sup> for names to be on the ballot.
8. Statistics reviewed.

#### Maintenance:

- 1) Concrete Repair Quotes:

Three companies were contacted for quotes regarding repair of a 9'X17' ramp and 10' X14' section. Issues with water pooling and rusting rebar is causing cracked sidewalk at the front entrance. Only one quote was received by Cochran's Concrete LLC in the amount of \$6,500.

A motion was made by Scheller and seconded by Juehne to accept the quote of \$6500 from Cochran's Concrete LLC for repair to concrete in front entrance.

- 2) Electrician Quotes:

Two quotes were issued for electrical work, internal and external lighting repair and LED light can replacement by Jarvis Electric for \$2185 and BNL for \$2650. As these quotes were issued over a month ago, a determination will require contacting Jarvis Electric of validity of quoted pricing of \$2185. Due to inclement weather, this work needs to be completed in a timely manner.

A motion was made by Espindola and seconded by Akridge to approve \$2500 for this electrical work.

- 3) Landscaping and Green Space:

Bob Lotz Landscaping gave a quote for a one-time work on green space for \$770, every 6-week clean of trimming bushes and spraying weeds for \$155, and rock and weed barrier at \$228.

A motion was made by Scheller and seconded by Juehne to accept the quote for trimming bushes and spraying weeds for \$155 on a 6-week rotation as well as \$228 for rock and weed barrier. Ayes: Akridge, Erschen, Espindola, Juehne and Scheller.

## Communication:

- 1) A recap of Cordogan Clark (Ittner) Architect presentation is presented below:

Based on previous utilization committee recommendations, request for feasibility and meeting with David Cassens, a presentation with a schematic for both the short-term and long-term vision for renovations and additions to the library was presented at October 4th board meeting. 1994 archival blueprints were referenced for these revisions.

### Space Needs:

- Short-term level improvements:
  - Create dedicated space for both book sales and programming
  - Add Study rooms
  - Reconfigure circulation
  - Rethink kitchen-open-up or eliminate
  - Add mother's room
  - Update finishes
- Long-Term Vision:
  - 30 ft. addition at main level to increase reading and stack space
  - Better connection to outdoor space for increased usage
  - Additional and more efficient staff work areas
    - Exterior exit
    - Additional storage
  - Update finishes including carpet, wall base, paint walls and door frames

As there were discrepancies on what architectural schematic was presented and visions of utilization committee, Mary Ellen Akridge, lead and member of utilization committee, met with three of library staff and David Cassens to make an updated schematic for utilization of the library and possible addition.

### Phase I:

The schematic entailed a Phase I addition considering easement requirements, direct entrance to green space, additional exit to south-side for future additions and three different alternatives at 35'X 30', 35' X 35' and 35'X 40'. Discussion related the need for two different Phases to allow for the least amount of disruption to continued functions of the library.

### Phase II:

The schematic entailed a Phase II renovation of the interior basement section of the library. Two study rooms, removal of closet on west wall, area for storage of tables, kitchenette, storage closet, Genealogy room, Friends book sale space and large programming space were all outlined on this schematic.

New Business:

- 1) Audit Engagement Letter: CJ Schlossher placed a bid of \$6,600 for a petition for audit.

A motion was made by Scheller and seconded by Espindola to accept the quote of \$6,600 from CJ Schlossher for petition of audit.

Ayes: Akridge, Erschen, Espindola, Juehne and Scheller

- 2) Hoopla Quote:

Hoopla allows for access to audiobooks, eBooks, Comics, Movies, Music, Television and Binge pass via the Tri-Township Library. Hoopla is being utilized by patrons and ~12,000 circulations have been issued from Hoopla since January 2022. A quote of \$2577.92 plus \$10,000 forfeiture use is required to continue with Hoopla.

A motion was made by Erschen and seconded by Akridge to approve payment of \$2577.92 plus \$10,000 to Hoopla for continued use.

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

A motion was made by Akridge and seconded by Scheller to adjourn the meeting at 8:24 pm.

Ayes: Carried by acclamation.

Motion to end the meeting made by Akridge and seconded by Espindola. Ayes: carried by acclamation. Meeting adjourned at 8:21 p.m.

Announcements: Denise Ashcraft was accepted for a substitute teacher position with Madison County Regional Alternative School.