



Meeting Minutes
Tri-Township Public Library District
Tuesday, June 4, 2024
7:00 p.m. Regular Meeting
Community Room, Lower Level

Documents distributed to attendees:

1. Agenda
2. Statement of Financial Position
3. FY YTD Budget vs Actual
4. Director's report
5. Statistical Usage Summaries
6. Youth Report May 2024
7. Letter from Office of the Secretary of State (re: grant)
8. Alyssa's May program notes
9. Social media statistics
10. Troy Community Alliance information sheet
11. Draft of FY2025 budget
12. Social Media Policy
13. Absence/Tardy Policy
14. Remodeling timeline and charge recap
15. Proposed logo guide

A. Call to Order

The meeting was called to order by President Erschen at 7 p.m.

B. Roll Call

1. Board present: President Michele Erschen, Vice-President Mary Ellen Akridge, Secretary Dawn Henry, Treasurer Kathy Scheller, Trustee Katie Devany, Trustee Linda Taake.
Absent: Trustee Liz Compton
2. Public present: David Cassens, Library Director; Karla Brown, Transcriber; Anthony Leone, Troy Police Department (7 p.m. – 7:19 p.m.)
3. Input of Agenda Items
 - Board:
 - a) Maintenance issue
 - b) Communication – update on program attendance
 - c) Old Business – program success formula and database ratio formula
 - Public: None

(Anthony Leone presented information on the Troy Community Alliance. See Communications section (H) for information.)

C. Approval of Minutes

Regular Meeting Minutes of May 2, 2024

Motion was made by Devany, seconded by Taake, to accept the regular meeting minutes as presented. Ayes: Carried by acclamation. Absent: Compton

Special Meeting Minutes of May 23, 2024

Motion was made by Devany, seconded by Henry, to accept the special meeting minutes as

presented. Ayes: Carried by acclamation. Absent: Compton

D. Treasurer's Report

- Several line items in the FY YTD Budget vs. Actual report were discussed primarily due to the building and maintenance expenditures for the remodeling. Monies have been transferred between different bank accounts to cover the invoices.
- The financial standing of the library is very good.

E. Director's Report

In addition to the distributed report, Cassens mentioned:

- SHARE has a new online catalog version beginning July 1. The update should be automatic.
- SHARE is requiring changes to the barcode placement of all material. The library staff will work on making this change; however, it is a very time consuming project and is being planned to coincide with moving the books back to the shelves after the renovation is completed.
- Several of the databases the library has purchased in the past are now being offered for free through the State of Illinois. Cassens will evaluate the offerings when available and will update the library's website with the new links.
- The summer reading kickoff was a huge success. There were approximately 225 books handed out and it is estimated that approximately 350 people attended the event in the park.
- Cassens noted that he has a local photographer attend the "big day" events and takes very nice pictures. She shared some of the photos with the Times-Tribune newspaper for a story about the summer reading kickoff.
- The adult fiction rearrangement is completed. Cassens commended staff members Catherine and Elizabeth for conceptualizing and completing the project.
- Cassens continues to evaluate/monitor the on desk/off desk time each staff member spends and makes adjustments where he can. The board thanked him for his efforts.
- Attorney Fred Keck was invited to tonight's meeting but was unable to attend. It is hoped he will be able to attend the July meeting to meet the board members.
- Received Per Capita Award Letter in the amount of \$25,075.51

F. Maintenance

It was noted that some of the library's areas could be cleaner – noting the bathroom sinks and water fountains having hard water deposits. Akridge noted there is a job description document available under the personnel information and asked that Cassens review to make sure the tasks are outlined in detail with updates being made. He will work with the janitorial service to correct.

G. Committee Reports

- **Personnel Committee**

1. Attendance Policy: Motion was made by Henry, seconded by Devany, to accept the amended attendance policy to include that employees should contact Cassens or the assigned supervisor when director is unavailable. The library director, board president, and the policy committee members reviewed the document. Ayes: Carried by acclamation. Absent: Compton

- **Finance Committee**

1. A deposit should be received in June.

2. Several increases have been requested specifically in the general fund and the Social Security and IMRF line items.
 3. Members met with three banks and will meet in June to review and recommend new banking options.
 4. Several questions were answered regarding the budget which will be presented for approval at a later date.
 5. The issue with the miscellaneous line being overused has been corrected. Compton works with the bookkeeper to identify the specific line item for the expenditure. If Miscellaneous is used, an adjustment transaction is completed as quickly as possible and before the audit to ensure accurate reporting.
- **Public Relations (PR) Committee**
 1. Board received a logo guide that showed an example of the font, logo, color scheme, etc. of the new, fresh design.
Motion was made by Erschen, seconded by Akridge, to accept the logo guide as presented. Ayes: Carried by acclamation. Absent: Compton
 2. The website update is ongoing. A meeting is planned with Moonlight Computing to finalize some items, especially the calendar reservation feature.
 3. The committee is researching all places (both physical and digital) that require the logo to be replaced, including the patron library cards.
 4. The committee asked the Building and Grounds members to be included when planning the new grand opening in late summer after the renovations are completed. It is hoped to have a new ribbon cutting for both the digital and physical environments.
 - **Policy Committee.**
 1. Social Media Policy: Motion was made by Henry, seconded by Taake, to accept the social media policy as presented. The document was created by the library director and social media librarian. It was reviewed by the board president, the library attorney, and the committee members. Ayes: Carried by acclamation. Absent: Compton
 2. The attendance policy was reviewed and is completed (see Personnel Committee.)
 3. The committee was also involved in the Program Success Formula project. (see Old Business.)
 - **Building and Grounds Committee**
 1. Motion was made by Henry, seconded by Devany, for \$1,200 to Bradford Systems for additional shelving in staff offices.
Ayes by roll call: Akridge, Devany, Erschen, Henry, Scheller, Taake
 2. Motion was made by Henry, seconded by Akridge, for \$5,750 to Bradford Systems for eight chairs for computer corrals.
Ayes by roll call: Akridge, Devany, Erschen, Henry, Scheller, Taake
 3. Motion was made by Henry, seconded by Akridge, for \$8,000 to Marsh Construction for weekend work, building permit, dumpster, and inspection fees.
Ayes by roll call: Akridge, Devany, Erschen, Henry, Scheller, Taake
 4. There are a few pending bids that should be presented in July for CertaPro (possible painting adjustment) and Bradford Systems (magazine rack). It is anticipated that most renovation expenditures have been submitted and approved.
 5. Several furniture/shelving items have been donated to non-profit organizations once determined they are no longer needed by the library.
 6. The weekly renovation timeline was reviewed and will be updated as items are completed.

7. Discussed the issue with epoxy smells from installing the flooring and if the library staff could be working in the building at that time. This will be addressed when the installation begins.
8. Tentative important dates: July 24 – downstairs will be closed; August 5 – September 14 - library will be closed. Cassens noted the library programs will continue during this time but will be held outside and other locations.
9. Akridge asked for board volunteers to assist with packing, painting, taping, and many other renovation tasks. Members are to email Akridge with availability and what they would like to do. The Library Friends group is working on downsizing the book sale inventory and making sure the basement area is ready for renovation.

- **Programming Committee**

1. A library card signup program is being discussed for the last two weeks of September in conjunction with the ribbon cutting event for the library.
2. The committee is working with other committees to plan the open house which is slated for September 14.

H. Communications

1. Troy Community Alliance –Officer Leone explained how this new group has been formed and the objectives it has, to assist residents and those that are in the area that need short-term assistance. Members include churches, the police department, and several other organizations. Several ideas were discussed on how the library can assist, with storage being the main topic. Due to the library’s renovations going on, an immediate solution may not be feasible, but something could be done starting in the fall. Members were invited to the group’s monthly meeting to learn more. It is planned the library director will attend, if possible, and will keep the staff and board informed. Several board members were interested in attending as well.
2. Henry attended and reported on the summer reading program kickoff that was held in the park. She praised the staff for putting it together She appreciated seeing the vendors and thanked the Times-Tribune paper for the nice writeup. Devany added that she liked seeing how the staff members were mingling with the attendees and promoting other library programs.
3. Henry talked about the Junk Journaling group and how four new members attended after learning about it in the paper. The group usually meets three times each month with 8-14 people attending. She has started a private Facebook group and emails information to members. Members eagerly demonstrate and share techniques with others. July 1 marks the one-year anniversary that this group has been in existence.
4. Henry and Akridge both mentioned they had attended the Spinning Yarns program and were inspired by the things Compton is doing. Ideas and patterns are shared during the gatherings as well as in a private Facebook group. Small projects are made and left around the town to find with a note about the library. She promotes Random Acts of Kindness and the other group leaders are inspired to do similar things.

I. Old Business

1. Program Success Formula. Cassens is already doing this and will continue evaluating each program. The Policy Committee will review and let the activity continue at the discretion of the director. An actual policy may not be needed
2. Database Ratio Formula. This request came about in the past because of the different (but similar) database offerings. Henry mentioned this formula should have been designed/implemented several months ago because the board is holding up some decisions as to what should be purchased and is paying some fees on a monthly basis until a decision can be made. In the May meeting, Scheller reported that she is reading a

book on this specific topic and surveys have been completed to help determine the qualitative and quantitative metrics that can be used for this decision making process. It was also mentioned that Compton is looking at a different alternative for borrowing digital material. Taake mentioned the importance of needing this formula now, but there is only so much that can be done, especially at this time when all committees are so busy and that it should be done, just not at this time. Akridge asked the members if anyone wanted to take on the responsibility of developing this measurement tool and it was decided that Scheller was the best fit for the task so it will be tabled at this time and projects will be worked on in order of importance, but it will remain as an agenda item. Cassens commented that he has a system that he uses now and will continue using that until changes are recommended.

J. New Business

None

K. Public Participation

None

L. Closed Meeting

According to Open Meetings Act Section 2 (c) (29), a closed meeting was called to order at 8:56 p.m. and board returned to public meeting at 9:24 p.m.

M. Adjournment

Motion by Akridge, seconded by Devany, to adjourn the meeting at 9:24 p.m.

N. Announcements