



Meeting Minutes
Tri-Township Public Library District
Tuesday, April 2, 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. March Programs Report (Alyssa)
7. March Youth Report (Tori)
8. March Facebook and Tik Tok statistics

A. Call to Order

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

B. Roll Call

1. Board present: Vice-President Mary Ellen Akridge, President Michele Erschen, Secretary Dawn Henry, Treasurer Kathy Scheller, Trustee Liz Compton, Trustee Katie Devany, Trustee Linda Taake.
2. Public present: David Cassens, Library Director; Karla Brown, Transcriber Kevin Tepen, CPA (Partner) and Chris Sobrino, CPA from C.J. Schlosser & Co, LLC (7 p.m – 7:20 p.m.)
James Curry and Mary Curry (Eagle Scout Project; 7 p.m. – 7:30 p.m.)
3. Input of Agenda Items
 - Board:
 - (1) Basement partition wall (Building and Grounds)
 - (2) Friends of the Library (Communications)
 - Public - none

(Heard two presentations from guests at the beginning of the meeting. See Communications section (H) for information.)

C. Approval of Minutes

- Regular Meeting Minutes of March 5, 2024
Motion was made by Henry, seconded by Devany, to accept the regular meeting minutes as presented. Ayes: Carried by acclimation
- Closed Meeting Minutes of March 5, 2024
Motion was made by Henry, seconded by Devany, to accept the closed meeting minutes as presented. Ayes: Carried by acclimation
- Public Relations (PR) Committee Meeting Minutes of February 26, 2024
Motion was made by Henry, seconded by Akridge, to accept the PR meeting minutes as presented. Ayes: Akridge, Erschen, Henry, Taake; Abstained: Compton, Devany, Scheller

- Emergency Meeting Minutes of March 15, 2024
Motion was made by Akridge, seconded by Devany, to accept the emergency meeting minutes as presented. Ayes: Carried by acclimation; Abstained: Compton

D. Treasurer's Report

- Cassens reported the credit card company has changed the library's cutoff to the 26th of the month. This will allow the charges to be in alignment with month-end processing.
- Was reported the Finance Committee has received bank suggestions and will continue researching. It is anticipated this change over will be done in June at the fiscal year cutoff.

E. Director's Report

In addition to the distributed report, Cassens mentioned:

- The Social Media Policy is almost complete. See Policy Committee.
- April 2 was the 60th anniversary of the library and donuts were offered to the patrons to celebrate.
- He will be applying for a grant from ACT to improve access within the library.
- He continues working with the Times-Tribune newspaper encouraging coverage on the library's programs with pictures.
- Under the Advertising budget, the library is paying for Facebook and TikTok ads, and as a result several organizations are following the library, including Barnes and Noble and Libby.
- The library is planning many upcoming events such as Family Farm Day, summer reading program kick off event, etc. Board members are encouraged to attend these upcoming events.

The board members praised the employees for their work and asked Cassens to pass on their appreciation.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**
Refer to Policy Committee. The Personnel Committee is involved with the Social Media policy.
- **Finance Committee**
The budget committee met twice and the newer members noted they are learning a lot and appreciate the sharing of the knowledge from others.
- **PR Committee**
The committee continues meeting with the designers for the new website and logo.
- **Policy Committee.**
Cassens and Anya have put together a Social Media Policy for employees and trustees. Erschen has reviewed it and offered a few suggestions for clarification. The

Policy committee will review when edits are complete, as will Personnel Committee. The library director plans to send to lawyer for review.

- **Building and Grounds Committee**

Members presented to the board flooring, circulation desk, shelving, and paint samples. Was suggested that paint samples be tested on larger area before final decision. Flooring will also be decided on later.

Motion was made by Akridge, seconded by Scheller, to spend \$25,000 on the new circulation desk based on the samples and design presented.

Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Scheller, Taake

Other topics:

1. Care is being taken to work around the different programs and other building projects.
2. The community room needs to be painted and Cassens recommended that it be done soon.
3. The committee will be working on a 5-year plan for maintenance and will work with the budget committee on this.
4. Akridge pointed out the folding partition door in the basement community room is currently, and often, pushed in and could very easily fall from being pushed off the track. It was determined that more frequent inspection will be done by staff and board members and isolate how this is happening. If identified, action will be taken.

- **Programming Committee**

Last meeting emphasized calendar guidelines-staff events take precedence. Cassens reviewed non-staff program process and appointed Janelle as point person for Adult Programs. Programming application was tweaked to accommodate that process. Next meeting will be scheduled after an opportunity to evaluate new process.

H. Communications

1. Audit Report. Presentation was given by Kevin Tepen, Partner at C.J. Schlosser & Co, LLC regarding the audit. Members had been given a complete audit report and he focused on the Income Statement; Schedule of Tax Rates, Extensions, and Collections; and the Balance Sheet reports. He reported the library's financial position was very good.

A procedural change was discussed, with Tepen agreeing, that any adjusted journal entries determined from the audit will be given to the bookkeeper and made to the current fiscal year's balances so that errors are corrected and not passed on from year to year.

2. Eagle Scout Project. James Curry presented his idea for an Eagle Scout project for a Fiber Library – similar to the neighborhood book libraries where community members can take/leave items. In this project, a box would be built that will house fibers, such as yarn, embroidered thread, etc. to be donated for someone else's project. James suggested the box be built behind the library in the gated area, building supplies would be funded through donations that he would be responsible for obtaining, etc. Questions were asked as to how the box would be designed, who would maintain repairs, etc. James explained this was the initial step of a leadership project and that, if approved, he would continue working on the project steps, reporting to an advisor and Eagle Scout

board.

Motion was made by Henry, seconded by Compton, to approve the idea contingent that he come back at a later day and present the installation plan for formal approval. Ayes: Carried by acclamation.

James is to keep the library director and the Building and Grounds Committee up to date of the project status via email.

3. Friends of the Library. Akridge gave an update on this small organization.

- The group sponsored a 4-part spring planting program with approximately 119 attendees. They are hoping to get a grant that will allow them to do something similar on a quarterly (or more frequent) basis.
- The group has purchased shelving, projectors, and other items for the library.
- They conduct the book sales each month.
- The members do a great job and the board appreciates their involvement.

I. Old Business

J. New Business

- **Setting success ratios for databases**

Cassens will develop and document a process to measure on a quarterly or annual basis a threshold to determine if the usage and benefits make the database/source/service justifiable. He will present at the next meeting. In addition to determining the benefits, additional information was requested later in the meeting. See Rolling Prairie Consortium below.

- **Digitalization Quote for Times-Tribune newspaper**

The library has approximately 6 past years of Times-Tribune newspapers and a copyright agreement has been obtained to digitize and make available online. The cost to do these past years is \$2,283.08 (includes microfilming in addition to other digitized offerings) and \$1,837.08 (with no microfilm, but all other offerings.) It is suggested the library do this process every two years, to keep the issues up to date. The costs will be lower since fewer issues.

Motion was made by Henry, seconded by Devany, to spend \$1,836.08 (omitting the microfilm portion) to digitize 2018-present editions and then schedule an update every two years.

Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Scheller, Taake

- **Rolling Prairie Consortium (Libby)**

Cassens explained that Libby is a new app offering ebooks and audio through the Rolling Prairie Digital Consortium. It is similar to OverDrive and Hoopla. Several board members have used Libby and explained differences and advantages to other apps. The cost for an initial two-year contract is \$2,400. Erschen asked if Cassens could prepare a list of all of the databases/services/subscriptions the library uses, and include the price, contract date, etc. so that a comparison/analysis can be completed.

Motion was made by Henry, seconded by Compton, to spend \$2,400 for a two

year contract for Libby.

Ayes by roll call: Compton, Devany, Henry. Nays: Akridge, Erschen, Scheller, Taake. Motion failed.

- **YCG Accounting Price Increase**

The bookkeeping monthly fee has increased about 20 percent. A letter was read from the firm explaining the reasons behind the increase. The board is happy with the bookkeeping firm and are pleased with the new procedural changes that have been implemented.

Motion was made by Sheller, seconded by Henry, to spend \$1,597 per month for services.

Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Scheller, Taake

K. Public Participation

L. Closed Meeting

M. Adjournment

Motion by Scheller, seconded by Henry, to adjourn the meeting at 8:50 p.m.

N. Announcements