

Tri-Township Public Library
Board of Trustees Meeting
Regular Meeting
August 1, 2023

A. Call to Order: Library board meeting was called to order by President Erschen 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, Circulation Manager, Michelle Nickerson, Troy patrons.

Input to the Agenda - Brief statement on closed meeting minutes, bylaws, and long-range plan.

Board: Policy and Building Committee

Public: Statement to make at end of meeting

C. Approval of Minutes:

1. Regular meeting minutes July 11, 2023

Motion made by Ashcraft and seconded by Akridge to accept July 11, 2023; minutes as amended.

Ayes: Carried by acclamation

2. Closed meeting minutes for July 11, 2023.

Motion made by Scheller and seconded by Akridge to accept the closed meeting minutes July 11, 2023.

Ayes: Carried by acclamation

D. Treasurer's Report:

We are financially sound and solvent. We are starting a new fiscal year. On some of line items of the budget report for last month some may be higher than projected. Insurance has been spread out 12 months but building insurance was just paid. Everything is on track.

E. Director's Report: typed as written in report.

1. Denise's last day is August 4th. We will miss her and I appreciate all she had done for this library.

2. I am almost finished with the IPLAR report I hope to have it finished by next week.

3. I spoke with the attorney about FOIA requests as I had some questions. Example: Feel out an email and want to see a range of library payments. Public information from businesses put in a FOIA request but need to do these no matter who is asking. So best practices are if someone from the public is asking information then they need to fill out a FOIA request.
4. I have started gathering documents for the audit. Mr. Tepen told me we can't start until 60 days after the fiscal year.
5. Statistics reviewed.

F. Maintenance: No updates indicated

G. Committee Reports:

1. Personnel

- Mary Ellen Ashcraft gave an overview of the committee's findings and recommendations. Changes to the board personnel manual are recommended below.

Changes to Personnel Manual

REMOVED:

- Previous Sexual Harassment paragraphs

CHANGED:

- Dress code - Sandals, Tattoos, tight spandex, piercings

INSERTED:

- Policy Prohibiting Sexual Harassment Policy
- IMRF - state form
- Family Medical Leave Policy
- Mileage Reimbursement Policy
- Statement regarding Insurance benefits for employee and dependents
- Manual Acknowledgement Form for new hires to sign
- Job Description Acknowledgment Form for employees to sign when any job duties change.
- Benefit page

Motion made by Compton and seconded by Juehne to approve August 2023 personnel manual as presented.

Ayes: Carried by Acclamation

2. Finance Committee:

- We have looked at the budget and made a new spreadsheet with a more user-friendly way to keep track of the budget.

3. PR Committee:

Michele Erschen gave a brief overview of the PR committee progress from the last month.

- Dawn Henry and I met with Stacks and Ebsco, but we are waiting for their proposal.
- Streamline proposal has expired so Erschen will reach out to them once more.
- It is possible to upgrade the package we have. Look at the backend from Moonlight to see what we have access to.

4. Policy Committee:

- Mary Ellen Akridge gave an overview of changes to the library board policy manual. Some of this has not been updated since the 90's. Fees were irrelevant as we no longer issue fees.

Changes to the Board Policy Manual

REMOVED:

- Anything relating to overdue book fines for our collection.
- \$ amount of other fees as they vary and can change.
- Keys for Janitor and Woman's club designee
- Paragraph about Ethics Officer County handles this now
- Money Deposit Policy

CHANGED:

- \$ amount for nonresident fee to say "based on current taxing"
- \$75 limit for paid advertising to "amount designated by board."
- \$30 limit on flower fund to "amount designated by board."
- Food for Fines to Community Partnerships includes all types of donations collected.
- Updated the number of computers and number of Employees.
- Updated rental fees.
- Changed Historical/Genealogy Room to Meeting Room

INSERTED:

- Recent Policies from website - 3 D Printing, Mask Mandate, Photographing and Film Homebound, Remote Attendance and Sexual Harassment
- Procedures and Rental agreement for rental spaces in library
- Green Space in all places where rentals were listed.
- Panic Button Information to Emergency Procedures
- Latest Public Funds Act (state form)
- Latest IMRF paperwork from state
- Board email

FREEDOM OF INFORMATION FORM CHANGES:

- Removed \$ amount of yearly budget and stated, “varies each fiscal year.”
- Added Per Capita as source of income.
- Updated items exempted from public inspection.
- Removed names of state officers leaving title only
- Stated that current board members were listed on website.

The bylaws, policy and 5-year plans are current and compliant.

A motion made by Henry to accept the 2023 policy manual as presented and seconded by Compton.

Ayes: Carried by acclamation

- Closed Meeting to be released to public and recommendations by Juehne and Akridge were presented to the board.

April 5, 2022, and December 6, 2022, closed meeting minutes were recommended for release to the public.

A motion was made by Akridge for April 2022 and December 2022 to be open to the public and Compton seconded.

Ayes: Carried by acclamation

5. Building and Grounds Committee:

- We reviewed the proposals for modernization of the elevator. We met with the Allrise representative. Everything will be new and current. The total amount of the quote is \$108,072. \$225/month maintenance contract as well. We will need 28 days to close the basement of the library to update and modernize the library. The earliest timeline for modernization is March. May would be the best timeline to do the update. We need to get our name on the list. Will need a lead time to order the parts. Barcom will be pushed back to when we do the modernization. David contacted the State of Illinois to allow time for update and an extension. State Fire Marshall was called to allow for the extension.
- We considered an upgrade to the interior of the car. Allrise will give us a link to look at upgrades for the car. If done at the same time as modernization it will be cheaper and less restrictive on time.
- Past customer service with Allrise has been at a premium.

A motion made by Ashcraft to accept Allrise proposal for contract to modernize the elevator at \$108,782.00 and \$225 for maintenance contract and seconded Akridge.

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

- We are looking at the ten-year program and open house for Green Space and have set a date September 16th from 9-12 and running it alongside the city-wide yard sale.
- We spoke to Jonathan Walling concerning the roof contract and will give further information at the next board meeting.
- Request for \$300 for purchase of refreshments at open house event.

Motion made by Scheller and seconded by Ashcraft to approve \$300 for refreshments for Green Space open house on September 16th.

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

H. Communications:

No updates indicated.

I. Old Business

No updates indicated.

J. New Business:

1. Hoopla:

David received a bill of \$2334.43 extra for this quarter (over the \$10,000) for Hoopla usage. We will need to increase our library material budget. (presently \$80K). We have serviced around 3000 patrons. Total spending last fiscal year was \$30,000 but seeing an increase of patron's usage by 20%. \$10,000 per quarter should cover the usage of Hoopla but we are spending 40% of the library material budget on Hoopla. 1882 active patrons are using Hoopla. Erschen suggested we approve \$10,000 this quarter that includes \$2334.43 thus, \$10K-\$2334.43 for this quarter. We have already lowered the usage of Hoopla from 10 to 5 checkouts/month, but we are still over budget. We have had a record number of emails from the public concerning the decision to lower Hoopla usage from 10 to 5. Cloud library is an alternative, but a lot of people are not using it. We are buying individual books, but you can have a long wait list with Cloud. The issue is should we continue spending \$10,000 on Hoopla per quarter. We need to have some sort of explanation at the front desk that we are trying to be good custodians of taxpayers' money. We must spend money on Hoopla and continue to vote on it each quarter.

Motion made by Scheller that we spend \$10,000 per quarter for Hoopla that will cover the \$2334.43 already generated and seconded by Akridge.

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

Nay: Ashcraft

2. Copier quote:

GFI digital is used for copier usage. We have been paying \$634.00/month for both copiers and generated 3044 copies. If we sign up with them, we will get a new Ricoh IM C3510 color black and white copier as well as a Ricoh IM 4000 black and white copier. We would pay \$565/month service contract. This would be a 60-month service contract.

Motion made by Compton to pay \$565/month 60- month service contract with GFI Digital with offering two new copiers and Ashcraft seconded.

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

Nayes: Henry

3. Computer upgrades:

Microsoft will no longer offer Windows 10 and thus not offer support as of 2025. Some of the library computers are not compatible and thus will no longer offer support. Cost is \$787.79 for upgrade to Windows 11. The cost of a new computer is \$863.24. David would like to propose the purchase of two computers at a time. Henry wanted to know if there were any grants available to purchase new computers. As we have a year and a half out until Windows no longer offers support, we hope to have a grant in place to purchase these computers. We presently have 13 computers in-house.

Compton suggested we look to see if grants are available and then look at the total cost for the purchase of 13 computers at the October board meeting.

K. Public Participation: Michel Nickerson

A member of the public made a statement regarding Elizabeth Fisher position change from Assistant Director to Circulator Manager.

L. Closed Meeting:

A motion was made by Scheller and seconded by Juehne to go into closed meeting session at 8:54 pm.

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

A motion was made by Scheller and seconded by Ashcraft to go into open meeting at 9:15 pm.

Ayes: Carried by acclamation

A motion was made by Scheller and seconded by Ashcraft to move Katherine into cataloger position at hourly rate discussed in the closed meeting.

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

J. Adjournment:

Motion made by Scheller and seconded by Akridge to adjourn at 9:17 pm.

Ayes: Carried by acclamation

K. Announcements:

Ashcraft has completed all 50 states and received a certificate.

Erschen will be a grandma in August.

Twyla Juehne resigned from the board and as secretary.