



**Tri-Township Public Library District
Meeting Minutes
Tuesday, December 5, 2023
7:00 p.m. Regular Meeting
Community Room, Lower Level**

Documents distributed to attendees:

1. Agenda
2. Statement of Financial Position
3. YTD Budget vs Actual
4. Director's report
5. Statistical Usage Summaries
6. Debbie's November report

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
3. Input of Agenda Items
 - Board - none
 - Public - none

C. Approval of Minutes

Regular Meeting Minutes of November 7, 2023

Motion was made by Devany, seconded by Henry, to accept the regular meeting minutes from the November meeting.

Ayes: Carried by acclamation (Taake abstained.)

D. Treasurer's Report

D Cassens mentioned there was one more tax disbursement payment that should be received by year end. There was nothing else to report.

E. Director's Report

- The adult fiction reorganization project is still ongoing.
- There are 19 out of 32 hot spots up and running. The T-Mobile issue had to do with them changing platforms and they have agreed to refund the library \$1,000 because of the issues.
- The library has received a \$2,000 grant from Ameren. This was made available through a patron recommending the library for this award. The patron suggested, and the library agreed, to use the funds for library programs and outreach.
- The Triad High School art class decorated the library windows for the holidays and winter.
- Board members were given a flyer on the upcoming Illinois law changes and how they affect the library. The two that were noted were:
 - The bidding threshold has changed from \$25K to \$30K
 - An explanation on how treasury bonds are to be handled

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**
 - Staff has decided to take Juneteenth as their additional holiday starting in 2024.
 - One of the circulation clerks has resigned and the committee recommended to offer the hours to a current part-time circulation clerk that would then make it one full-time position.

The committee representative Akridge made the motion to make these personnel changes, seconded by Devany, with D Cassens having the final decision and implementing.

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

- **Finance Committee**

Auditor is still gathering supporting documents. The audit and the year-end bookkeeping work are works in progress.

- **PR Committee**

Committee will be meeting on December 6 with the company that is currently maintaining the website.

- **Policy Committee**

Nothing to report

- **Building and Grounds**

Nothing to report

- **Programming Committee**

The committee is planning on meeting during the third or fourth week of January.

H. Communications

Nothing to report

I. Old Business

Nothing to report

J. New Business

- Gale Courses Renewal Invoice \$4,910.90. This program is a database that provides many different courses for patrons to complete. It was requested that usage data be prepared and presented at the next meeting to determine if there is enough interest to warrant the cost. It was also suggested to possibly look at the marketing of this offering as the courses sound very interesting and worthwhile. Suggestion was made to possibly contact the high school guidance office.

Tabled discussion until data can be gathered. The invoice is due in March.

- Ordinance 23/24-16 Paid Leave for Workers. D Cassens reported that with the new Illinois law regarding paid time off, he has met with Attorney Keck and prepared an ordinance for the library that is similar to other municipal entities. The ordinance was presented to the board and states:

WHEREAS, the Tri-Township Public Library District is an Illinois public library district; and

WHEREAS, on or about March 12, 2023, Governor JB Pritzker signed into law the Paid Leave for All Workers Act (820 ILCS 192/1 *et seq.*) (the "Act"); and

WHEREAS, the State of Illinois did not make the necessary appropriations or include statutory language exempting the Act from the Illinois State Mandates Act (30 ILCS 805/1 *et seq.*); and

WHEREAS, effective January 1, 2024, the Act requires an employer to provide certain paid leave to their employees, unless the employer is subject to an existing municipal or county ordinance that requires the employer to provide any form of paid leave to their employees; and

WHEREAS, the Tri-Township Public Library District recognizes the importance of paid leave and currently provides reasonable paid leave benefits to its employees; and

WHEREAS, the Tri-Township Public Library District has determined that applying the Act to its own employees will negatively impact the Tri-Township Public Library District and place an undue financial and operational burden on the Tri-Township Public Library District's ability to provide uninterrupted services to its patrons; and

WHEREAS, the Tri-Township Public Library District believes and hereby declares that it is in the best interests of the Tri-Township Public Library District to clearly define the paid leave benefits that Tri-Township Public Library District employees shall receive.

Motion made by Scheller, seconded by Henry, to pass Ordinance 23/24-16 Paid Leave for Workers.

Ayes: Carried by acclimation, Absent: Compton

- Hotspot invoice \$2400.00. This is the full amount invoice, with the refund (see Director's Report above) being applied later.

Motion made by Henry, seconded by Devany, to pay invoice for mobile hotspots in the amount of \$2400.00.

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

- Hoopla invoice \$10,000. This is a per quarter amount. There was discussion about the other databases available and questions about the Hoopla usage. D Cassens explained that a new Flex feature has been set up in Hoopla that will allow patrons to check out (more) best seller books, but may be put on a hold list. The Instant feature allows for five instant checkouts at one time. Different titles are available in the two offerings. Cloud library was mentioned as an alternative. It was suggested the library monitor this specific type of usage and determine the best alternatives for future offerings.

Motion made by Scheller, seconded by Devany, to pay invoice for Hoopla for \$10,000.

Roll Call: **Aye:** Devany, Erschen, Scheller, Taake. **Nay:** Akridge, Henry. Absent: Compton. Motion passed.

K. Public Participation

L. Closed Meeting

According to Open Meetings Action Section 2(c) 29, a closed meeting was called to order at 7:35 and board returned to public meeting at 7:44 p.m.

Motion made by Akridge, seconded by Taake, to spend monies out of board discretionary funds for holiday bonuses.

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

M. Adjournment

Motion by Akridge, seconded by Scheller, to adjourn the meeting at 7:50 p.m.

N. Announcements