



**Meeting Minutes
Tri-Township Public Library District
Tuesday, February 6, 2024
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 activity report

A. Call to Order

The meeting was called to order by President Erschen at 7:01 p.m.

B. Roll Call

1. Board present: President Michele Erschen, Secretary Dawn Henry, Treasurer Kathy Scheller, Trustee Liz Compton, Trustee Katie Devany, Trustee Linda Taake. **Absent:** Vice-President Mary Ellen Akridge
2. Public present: David Cassens, Library Director; Karla Brown, Transcriber
3. Input of Agenda Items
 - Board -
 1. Volunteers (see New Business)
 2. ILEAD (see New Business)
 3. Reminder that board members should be attending some of the different programs and report back to the board.
 - Public - none

C. Approval of Minutes

Regular Meeting January 2, 2024

Motion was made by Compton, seconded by Devany, to accept the regular meeting minutes as presented.

Ayes: Carried by acclamation (Akridge absent)

D. Treasurer's Report

- A tax installment of approximately \$18,000 has been received.
- Normal expenditures were noted for January.
- There is a minor difference with Busey account at year-end. It is being addressed.
- The 2022-23 audit is being finalized and reconciled. A minor error has been determined that dates back several fiscal years and has to do with bank merger records and zeroing out balances at that time. It is important to get this discrepancy noted/resolved now so that the issue does not continue in current and future years.
- Financial reports:
 - Compton and Cassens have a meeting with the bookkeeper within the next few days to discuss the bookkeeping process in general, determine more streamlined ways of documenting entries, include more descriptive entries, reconcile each month before distribution, etc. Compton will be requesting access to the library's online Quickbooks

system so that additional research can be completed, entries be monitored, etc to streamline this process.

- Cassens reported on last month's discussion to change the credit cards to be due at the end of the month to assist with reconciliation. After discussing with the credit card company, it was determined that 1. There are two cards (Cassens and Scheller) and access authorization has to be changed before anything can be done and 2. The company is updating their system and can't make the change until it is completed.
- More detailed accounting reports were requested last month and the request was completed for this month's meeting. Based on a quick review, it appeared the reports will be beneficial as a comparison between months. If possible, an earlier distribution would be helpful so that questions can be discussed in the meeting, but it was noted that since the meeting is early in the month, the reports aren't generated until close to the meeting date.
- It was requested that all members of the finance committee be included in communication outside of the board meetings. Since the primary responsibilities of the committee include managing productive budgets, predicting income and expenses for the next several years, etc, it is important that all members be included. In addition, by including more members, activities (such as vendor research and obtaining quotes) can be spread out. There can be three committee members; Scheller and Compton are members. There was discussion about the third position, but was not finalized.

E. Director's Report

- Regarding the library statistics, based on last month's recommendation, last year's statistics have been included on the reports (handwritten for this month) and have already proven helpful for comparison.
- The adult fiction reorganization project is considered complete, although there are a few "stragglers" that require finishing up. Cassens mentioned that since books are being moved in this project, he was considering having some painting done at this time, but no decision had been made.
- The \$1,000 refund from T-Mobile has been deposited. Cassens reported that most hot spots are up and running.
- The Troy Grant is due at the end of the month. It is being finalized with staff input.
- As for personnel changes, Debbie has stated she will be retiring in March. There were also two new positions posted and interviews have been concluded. (see New Business section for more information.)
- AARP Tax-aide has started. Library personnel assist with making appointments and doing follow-up calls for this program.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**

It was noted that Akridge did not attend interviews for the new hires, but was kept informed on the meetings and the hiring decisions.

- **Finance Committee**

Nothing to report

- **PR Committee**

It was determined that working with the high school for the logo design was not feasible. Henry reached out to the website developers and they are working on a mockup. Website design changes are ongoing.

- **Policy Committee**

Nothing to report

- **Building and Grounds**

The elevator project has been scheduled for May. Downtime could be up to 6 weeks, but it is hoped that it will only be 3 to 4. That time frame has been blocked out on the calendar and only programs/meetings that can be housed upstairs will be scheduled. It is hoped the green space behind the library, and other solutions, can be used for many of the programs that would normally be in the basement. The church that meets in the basement will need to be notified.

- **Programming Committee**

There have been several new programs added to the schedule and many of the current programs continue to be favorable.

H. **Communications**

Nothing to report

I. **Old Business**

Nothing to report

J. **New Business**

Six candidates were interviewed for part-time positions. Two have been selected.

Jenelle Miller will work MW 4-8 p.m., T/Th/F 1 – 5, and alternate Saturdays, starting February 9.

Alyssa Tayloe will work M-F 9-1 and alternate Saturdays, starting February 12. Director informed board of hourly rate.

Motion was made by Scheller, seconded by Taake, to approve the new hires.

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

It was mentioned that Anya is the manager on the Saturdays that she works.

Scheller has been in contact with the high school National Honor Society sponsor. It was asked about utilizing the group's students (approximately 140) in volunteer positions to fulfill their group requirements. Cassens can determine what and how this will be managed (number of volunteers at one time, what projects will work on, etc.). Utilizing volunteers for the summer reading program was suggested. The board supports this activity.

Scheller talked about ILEAD (Illinois Libraries Explore, Apply, and Discover,) an educational trustee specific learning portal. There are free, monthly webinars (some (but not all) are recorded for later viewing). It is a good resource. Devany has used the resource and will be attending a day-long session in a few days. She can offer more information next meeting. Artificial Intelligence was a topic that was mentioned that generated interest.

In discussion, the board email account was mentioned and several members were unaware of it. Henry accepted the responsibility to check the account more frequently.

Catalog changes are being made which will impact the library's website with a new interface. Our library is not in the beta program, but it was noted the change is coming and Cassens will get more

information on the timeframe and specifics since it impacts the website redesign and general patron usage.

K. Public Participation

L. Closed Meeting

M. Adjournment

Motion by Compton, seconded by Scheller, to adjourn the meeting at 8:01 p.m.

N. Announcements