



**Meeting Minutes
Tri-Township Public Library District
Tuesday, January 2, 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 December 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 Liz Compton, Trustee Katie Devany, Trustee Linda Taake (7:12 p.m. arrival)
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 December 5, 2023

-Two errors were noted in the heading and the spelling of a name. These will be corrected and resubmitted.

Motion was made by Akridge, seconded by Devany, to accept the regular meeting minutes as amended for the December meeting.

Ayes: Carried by acclamation (Compton abstained; Taake absent.)

Closed Meeting December 5, 2023

Motion was made by Akridge, seconded by Devany, to accept the closed meeting minutes from the December meeting.

Ayes: Carried by acclamation (Compton abstained; Taake absent.)

D. Treasurer's Report

- A tax installment of approximately \$113,000 has been received.
- Normal expenditures were noted for December.
- All document requests from the auditor have been submitted. It is hoped the audit will be completed soon.
- Financial reports:
 - It was noted the financial reports were dated December 31, but it was questioned if the reports were accurate since it did not appear there was sufficient time to get the entries completed in such a short amount of time (before the 1/2/24 mtg) and during a holiday weekend. Initial communication was made earlier with the the bookkeeper about this question, but Compton will follow up.

- Several members asked if more detailed reports could be obtained showing list of checks paid, month by month reconciliation, YTD reporting, etc. It was noted that in order to see (in detail) the expenses and to assist with budgeting, it is necessary to be able to see a total by vendor. These reports would be generated in electronic format and sent to the board members each month for review.
- Cassens reported the electronic bill paying process is working well. Invoices and documents are marked paid and forwarded to the bookkeeper for entry. There are still a few checks that are written manually, but it is manageable.
- Cassens mentioned there were a few issues with the credit card payments having to do with the statement cutoff date. It was suggested he contact the credit card company to see if the due date can be adjusted to align with the library's month-end process.
- In summary, the Finance Committee will work with Cassens to review the procedures and streamline the activity. Cassens and Compton volunteered to meet with the bookkeeper to implement the suggested changes.

E. Director's Report

- The adult fiction reorganization project is almost finished.
- There are still 6 new SIM cards to be installed for the hotspots. Those that are installed are working. It is thought there will be a second \$1,000 refund made by T-Mobile to the library.
- Cassens will be working on the Grant offered by the City of Troy. It is due in February. There was a brief discussion of several tourism ideas that the library can offer throughout the year.
- There has been a few personnel changes and two part-time positions have become one full-time position. Cassens mentioned that he wants to meet with new full time employee to ensure their talents and interests are utilized and, with the Personnel Committee's involvement, review this position's job description and ensure there is a balance between responsibilities to include social media, front desk, and other responsibilities. The PR committee would also like to be included in a "brainstorming" meeting with Cassens and the employee to determine how social media, video, and other activity could/should be emphasized. Erschen offered to attend the meeting.
- Regarding the library statistics, it was suggested that previous year's monthly statistics be included in the report (Ex: January 2023 vs January 2024) for comparison.
- The "Open Play" activity that was set up in the community room during the holiday break was successful. The library staff will look at adding more of these days throughout the year.
- The board is very impressed with the new ideas that the staff is implementing and wants to pass on each member's appreciation.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**
Guardian is the current dental insurance provider and they have offered to have the library's full-time staff sign up and utilize the vision insurance plan. The employee will be responsible for paying the entire premium through payroll deduction and the board and library will not incur any expense.
Motion was made by Henry, seconded by Devany, to let the full-time employees sign up for this optional offering at their own expense for employee and family.
Ayes: Carried by acclamation.
- **Finance Committee**
Nothing to report.

- **PR Committee**

- The committee is working on a proposal to implement a new library logo. They have asked the Triad High School Art Department to assist with the design. Having full release and modification rights was discussed for any logo that is used.
- A meeting was held with Moonlight Computing LLC to redevelop the website and a proposal has been received. As there are many different facets of the redesign process, it was asked that the board approve expenditures up to \$4,000 for the redesign activity. Motion was made by Scheller, seconded by Compton, to approve the library's website redesign up to \$4,000.
Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Scheller, Taake

- **Policy Committee**

Nothing to report.

- **Building and Grounds**

Nothing to report

- **Programming Committee**

The programming committee will meet on January 16 to review/discuss programs for the upcoming year. There is a form at the front desk for patrons to fill out with program ideas. These will be discussed and considered at the meeting.

H. **Communications**

Nothing to report

I. **Old Business**

Gale Courses Renewal Invoice \$4,910.90. This program is a database that provides many different courses for patrons to complete. In last month's meeting the discussion was tabled until statistics could be obtained. Cassens reported that usage had increased from 2022 to 2023 with 30 unique logins (from the previous year's 12), and over 20,000 minutes (330+ hrs) being spent in classes. Patron interest was noted in a December Facebook post and word of mouth. It was recommended the renewal invoice be paid for this next year, advertising would continue to be a focus, and usage statistics would be reviewed before renewing again. It was also noted that with the website reconfiguration, perhaps the Gale Course link could be showcased and easier to find, and perhaps flyers could be made available at different city and school locations. Motion was made by Henry, seconded by Compton, to approve the \$4,910.90 invoice for one year of service.

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

J. **New Business**

Cassens explained the Niche Academy Database Resources, a new offering option, that provides training of skills, electronic resource usage, and general topics. He demonstrated one video for the board to see. The cost is \$2,900/year. It was determined that implementing this resource in the library would be tabled until the library's website is revamped and then the board can review and determine if the videos would be beneficial, and if there was an alternative to the offering.

K. **Public Participation**

L. **Closed Meeting**

M. **Adjournment**

Motion by Scheller, seconded by Akridge, to adjourn the meeting at 7:56 p.m.

N. **Announcements**