

Tri-Township Public Library
Board of Trustees Meeting
Regular Meeting
July 11, 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, Interim Assistant Director, Michelle Nickerson, Jonathan Walling and Hayden Schmidt, Troy patrons.

Input to the Agenda -

Board: Policy and Building Committee

Public: None

C. Approval of Minutes:

1. Regular meeting minutes June 6, 2023, accepted.

Motion made by Compton and seconded by Aschraft to approve June 6, 2023, minutes.

Ayes: Carried by Acclamation

D. Treasurer's Report:

We are financially sound and solvent. \$5000 and \$38,000 in funds was brought into the library, and we are predicted to receive ~\$20,000 more than last year.

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

1. I had a great time on my mission trip, everything went well and I am glad to be back home.
2. Our IPLAR report is due at the end of September I will be working on it this month we need to begin reviewing the minutes. All of our minutes are online so I just need two volunteers to look at the last year's minutes. I will send the closed meeting minutes to the board members who volunteer. Scheller and Erschen volunteered to review the regular minutes. Akridge and Juehne volunteered to review the closed meeting minutes.
3. We have received our money from the State about our Per Capita Grant, \$24,907.
4. Our student worker Tatianna is leaving us at the end of July as she will graduate from High School. We will miss her.
5. Salsa class has been added.

6. Ukulele classes have been offered since February at a cost of \$50/class or \$400/month. We are looking at the percentage of cost we are spending for this one program. A possibility is to charge intermediate ukulele classes.

7. Statistics reviewed.

F. Maintenance:

1. Elevator Modernization Quotes and update:

David Cassens received an Elevator Modernization Agreement from Allrise Elevator Company, Inc. for installation in the amount of \$108,782. This does not include a contract for maintenance. Smoke detectors must be installed by the end of the year. Barcom will do actual hard wire for \$7010.00 by the end of the year. Also, Allrise gave a maintenance contract in the amount of \$512.52/quarter. A contract was received from KONE Elevators and Escalators at a total price of \$124,500. The building committee will need to meet to review each of the contracts. They will make recommendations at the next board meeting.

1. Roof Inspection:

Jonathan Walling from Rehab Construction gave an overview of the damage that was done to the roof from recent hailstorms on 4/30/23 and 5/30/23. He presented a drone view of the roof damage. With this company a contingency agreement is put in place which is like a personal agreement for which they would like to do business. No bidding is required. Estimated cost is ~\$55,000-\$75,000 for whole roof replacement. The building committee will discuss as law requires that three bids are presented to the board. We are not certain how this contingency agreement would fall under these requirements.

G. Committee Reports:

1. Personnel

Mary Ellen Akridge gave an overview of the committee's findings and recommendations.

- Elizabeth Fischer's position of Assistant Director will be changed to Circulation Manager. There will be no change in salary.

A motion was made by Scheller and seconded by Juehne to accept the job classification change from Assistant Director to Circulation Manager.

Before a vote was made for this motion Dennis Ashcraft presented information regarding meetings the board had when first proposing promoting Elizabeth to Interim Assistant Director. In December 2022, Elizabeth was told by the board if she were to get her BS, she would be made Assistant Director. Then in a closed meeting in January 2023, it was decided that we would promote Elizabeth as interim Assistant Director and offer the position of Assistant Director once she receives her BS. Since this proposal, the library has formed a personnel Committee and they have made decisions based on the

information provided. Other libraries of similar size do not have this position or have done away with this position.

A vote was finalized on the initial motion.

Ayes: Carried by Acclamation

- To increase youth programs, community liaison and staff will provide social media presence and emphasize library branding. David Cassens provided a job description for the community liaison to have a more focused social media presence. Staff are also to give contributions to this social media presence.

Motion made by Scheller to accept the changes in job description for community liaison and staff to increase advertisement and social media presence and seconded by Juehne.

Ayes: Carried by Acclamation

2. Finance Committee:

- FY2022-2023 audit will be reviewed September 22, if available from the auditor
- Quarterly budget reviews will focus on targeted spending for programs and library collections spending goals for staff. Adjustments will be made if we go over budget.
- Additionally, adjustments will be made to increase PR budget
- Discretionary board funds can be used for adult and teen programs if we so choose. Board Discretionary Funds to be used for large ticket programs as Board Sponsored. Board has sponsored two programs or give aways each year in the past.

3. PR Committee:

- Junk Journaling is on the program agenda. A suggestion for “Swap Your Stuff” by Henry involving patrons bringing in their stuff and swapping it out for other patrons’ items. This might be seasonal items such as Halloween costumes.
- The board has suggested an increase in PR and thus a requirement for an increase of budget to PR. Anya, a new library staff member, seems to be very good with social media and scheduling post updates. A possibility is to use meta business suite to schedule out programs for months. It is more interactive. Emphasis was on our community liaison increasing our social media presence.
- We need to get bids from website vendors.

4. Policy Committee:

The Policy Committee has been meeting for the last month and hope to be finished with review and final drafts by August board meeting.

5. Building and Grounds Committee:

- Suggestions for a ten-year anniversary of the green space were made. Date suggested for September 16th or September 23rd. Themes for artwork will be “The Hungry Hungry Caterpillar” and “Goodnight Moon”. Bricks, galvanized yard ornaments and headboard will be painted by the youth in Messy Hands group as well as local artists. Artists will attend the ten-year anniversary so patrons may meet the artists. An article will be sent to the newspaper for an advertisement and to promote Green Space. A budget of \$200-\$300 is allotted for the purchase of cookies and water for this event.
- Suggestions for purchase of land were presented. A 4.5-acre lot across from Henning Grade School at a price of \$199,000 with utilities and sewer hook-up is available for purchase. This will require a special meeting with the budget committee. It is presently zoned as agricultural so a rezoning permit will need to be issued when we are ready to build. As well, a soil inspection to determine suitability for commercial building and requirements for exact location of sewer and water easement will need to be obtained. This property has been on the market for a while so the price may be negotiable.

H. Communications:

1. Memorial Plaques:

Jonathan Walling was the original designer of the green space and would like to donate a memorial plaque to the Green Space. This would be presented during the ten-year anniversary Green Space event. Jonathan will design and pay for this plaque and present it to the board at next month’s meeting.

2. Biking Program:

Hayden Schmidt, Edwards Jones Financial Advisor and Troy patron, and Twyla Juehne presented an initial proposal for a bike club and kick-off event. MCT director and Edwardsville Cyclery has offered to present at the kick-off on rules of the trails and projections for future trails as well as bike safety. Sponsors have already been contacted with a preliminary proposal and interest is there. Further information will be presented at the next meeting with a final proposal.

I. New Business:

1. Trustee Forum Videos Quote:

A proposal for the purchase of 3 training videos was suggested by Dawn Henry at a predicted cost of \$40 for all.

A motion was made by Akridge and seconded by Ashcraft to approve the purchase in the amount of \$40 for Trustee Forum Videos.

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

2. Budget:

A motion was made by Scheller and seconded by Ashcraft to accept the budget as presented.

Ayes: Carried by acclamation.

3. Out of District Fees:

Out of district fees of \$97.27/household were proposed. There are options for low income and veteran fees of 10% or no cost. Friends of the library offer to pay the rest of the 90% fee.

A motion was made by Compton and seconded by Henry to accept the proposal of \$97.27/household for out of district fees.

Ayes: Carried by acclamation.

4. Appropriation Ordinance 23/24-01 Audit was read by, and motion made by Kathy Scheller for approval and seconded by Ashcraft. Ayes: Carried by acclamation.
5. Appropriation Ordinance 23/24-02 Building & Equipment was read by, and motion made by Kathy Scheller for approval and seconded by Henry. Ayes: Carried by acclamation.
6. Appropriation Ordinance 23/24-03 General Fund was read by, and motion made by Kathy Scheller for approval and seconded by Compton. Ayes: Carried by acclamation.
7. Appropriation Ordinance 23/24-04 Illinois Municipal Retirement Fund was read by, and motion made by Kathy Scheller for approval and seconded by Juehne. Ayes: Carried by acclamation.
8. Appropriation Ordinance 23/24-05 Insurance was read by, and motion made by Kathy Scheller for approval and seconded by Akridge. Ayes: Carried by acclamation.
9. Appropriation Ordinance 23/24-06 Social Security was read by, and motion made by Kathy Scheller for approval and seconded by Ashcraft. Ayes: Carried by acclamation.
10. Appropriation Ordinance 23/24-13 Meeting Dates was read by, and motion made by Kathy Scheller for approval and seconded by Ashcraft. Ayes: Carried by acclamation.

A motion was made by Compton and seconded by Henry to go into closed meeting session at 8:58 pm.

A motion was made to go into open meeting at 9:30 pm by Scheller and seconded by Ashcraft.

A motion was made by Scheller and seconded by Ashcraft to approve salaries for staff as proposed.

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

A motion was made by Akridge and seconded by Scheller to adjourn the library board meeting at 9:32 pm.