



**Meeting Minutes
Tri-Township Public Library District
Tuesday, March 5, 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. February Youth Statistics
7. Facebook and Tik Tok statistics

A. Call to Order

The meeting was called to order by President Erschen at 7:02 p.m.

B. Roll Call

1. Board present: Vice-President Mary Ellen Akridge, President Michele Erschen, Secretary Dawn Henry, Treasurer Kathy Scheller, Trustee Liz Compton, Trustee Katie Devany, Trustee Linda Taake.
2. Public present: David Cassens, Library Director; Karla Brown, Transcriber, Gabe Nutter (7:02-7:33), Christine Nutter (7:15-7:33)
3. Input of Agenda Items
 - Board - none
 - Public - none

C. Approval of Minutes

Regular Meeting Minutes of February 6, 2024

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

Ayes: Carried by acclamation

D. Treasurer's Report

An installment (approximately \$2) was received with a final payment to be received later in March. At that time a statement will be received for the 2022 tax installments that were received in 2023. The board should then get a second statement (approximately one week later) with estimated 2023 taxes to be received in 2024. This is what will be used to complete the budget.

The audit report has been given to all members. There was discussion about several specific line items that the Finance Committee will address during its meeting. Compton suggested that, in the future, any posting that needs to be recategorized be done before the auditor reviews and creates the final report. The report balances can then be used to prepare the budget.

E. Director's Report

Cassens went through the report. One new report was the Facebook and Tik Tok analytics. Anya is doing very well with the social media activity and the staff has been brainstorming several other ideas to reach the public.

Henry suggested that having statistics on the DVDs and games would be interesting.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**

Cassens has completed a job description for Anya to include her social media duties. He shared with the committee, but it took no action since the director is responsible for job descriptions.

- **Finance Committee**

Compton reported the meeting with the bookkeeper went well and the Finance Committee will take under advisement some of the suggestions the bookkeeper had with bank activity, etc. Three specific reports will be generated each month for the board, eliminating many reports that are not used. This will save the bookkeeper much time and effort. Devany has been added as the third committee member.

- **PR Committee**

The website and logo redesign projects are progressing. Henry made the recommendation/reminder that all board members should go through the appropriate committee so that work is not duplicated, each member is aware of decisions, and it will also reduce the amount of time the director spends informing others of what is being done.

- **Policy Committee**

It was noted the chair of each committee is a two-year term.

- **Building and Grounds**

Committee met on February 14 with the following being discussed:

A decision is required for the interior panels and railings for the elevator. Railing will be on all 3 walls (same as current design). Interior panel choices were considered – deciding on White Carrara. Staff and board members were able to review the samples and voice opinions. The staff enjoyed being involved.

Handed out bids for painting. CertaPro Painters bid was \$5,450, with a completion date in August (hopefully closing only for a week as school starts back up and library usage slows).

Motion was made by Scheller, seconded by Compton, to accept the \$5,450 CertaPro Painter proposal to paint the upstairs, downstairs, and stairwell areas.

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

Discussed flooring options. Staff would also like to update shelving and circulation desk. Project will be later in the year in order to coordinate all components and work around Summer Reading programming. Committee members and staff are asked to tour recently remodeled libraries in the area (Maryville, Glen Carbon,

Edwardsville) and talk with their staff on pros/cons.

- **Programming Committee**

Committee is planning on conducting its quarterly meeting in March.

H. Communications

Nothing to report

I. Old Business

The audit report has been distributed and the presentation/discussion with the auditor was tabled until another meeting when the accountant can attend.

J. New Business

Cassens discussed the Mango Language database that provides training for 30 different languages. This option provides more than the Gale Courses. The cost for the first year is \$1,920. There are two parts that can be added (ASL and Little Pim) for an additional \$750 each.

Motion was made by Scheller, seconded by Henry, to purchase the primary subscription for \$1,920 for one year, monitor usage, and review before renewing at year end.

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

During the discussion it was noted that an upcoming board meeting topic should be what metrics the board will use to measure new/existing programs/offerings.

K. Public Participation

None

L. Closed Meeting

According to Open Meetings Action Section 2(c)(29), a closed meeting was called to order at 8:19 p.m. and board returned to public meeting at 8:40 p.m.

Motion made by Akridge, seconded by Compton, to approve a pay increase effective March 24 pay period for staff member.

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

M. Adjournment

Motion by Scheller, seconded by Devany, to adjourn the meeting at 8:42 p.m.

N. Announcements