



Agenda
Tri-Township Public Library District
Tuesday, November 7, 2023
7:00 p.m. Truth-N-Taxation
7:30 p.m. Regular Meeting
Community Room, Lower Level

Documents distributed to attendees:

October meeting packet including:

1. Agenda
2. Statement of Financial Position
3. YTD Budget vs Actual
4. Director's Report
5. Statistical Usage Summaries
6. Noelle's October report
7. Debbie's October report
8. Tori's October report

A. Call to Order

1. The Truth-N-Taxation portion of the meeting was called to order by President Erschen at 7 p.m. Concluded at 7:30 p.m.
2. The regular meeting was called to order by President Erschen at 7:30 p.m.

B. Roll Call

1. Board present (for both parts of meetings): Michelle Erschen, President; Mary Ellen Akridge, Vice President; Kathy Scheller, Treasurer; Dawn Henry, Secretary; Trustee, Katie Devany Trustee. **Absent:** Liz Compton, Trustee; Linda Taake, Trustee
2. Public present (for both parts of meetings): David Cassens, Library Director; Karla Brown, Transcriber
3. Input of Agenda Items
 - Board - none
 - Public - none

C. Approval of Minutes

1. Regular Meeting October 3, 2023. K Scheller made a change involving the financial report, points 5 and 6 noting that she and Liz Compton both met with the auditor and insurance representative.
Motion made by Akridge, second by Henry, to accept the amended regular meeting minutes.
Ayes: Carried by acclamation

D. Treasurer's Report

1. D Cassens mentioned an installment payment has been received and will be included in next month's report.

2. Scheller reported that board is financially sound and solvent.

E. Director's Report

1. Director and members went through report packet including the employee reports and statistics.
2. Explained about hotspot simulation card issues, that it was a T-Mobile issue, and that it will be rectified after the T-Mobile system migration.
3. Reported the staff attended the ILA conference and how some sessions were extremely beneficial and how others did not pertain to the library's needs. He is suggesting that next year they attend the Reaching Forward South regional conference, being held in Collinsville.

F. Maintenance

1. Nothing to report

G. Committee Reports

1. Personnel Committee
 - a. Met to discuss staff holidays, specifically the holiday removed in 2014 and replaced with two staff development days. The committee recommends the board reinstate one holiday off and remove one staff development day but make it mandatory the remaining staff development day be spent in training beneficial to the library.
 - b. The committee is polling the staff to determine which holiday they would like, with majority rules.
 - c. Motion was made by Henry, second by Devany, to reinstate one holiday for staff, reduce the number of staff development days to one, and require that day be spent in training that is beneficial to the library.
Ayes: Carried by acclamation.
2. Finance Committee – nothing to report
3. PR Committee
 - a. The committee met on October 12 to discuss refreshing the library logo. The committee reviewed other library logos, reactions to the current logo, and what was wanted to communicate with a refreshed logo. The committee reached out to library staff to get their feedback and potential new logo. The committee will move forward with those suggestions to produce 3 logo versions of a logo for review. The committee plans to engage a local instructor and his students to participate to help reduce costs of redesign.
 - b. Michele Erschen has stepped down as Chair of this committee due to other commitments and time constraints. She will stay on committee and Dawn Henry is the new Chair.
4. Policy Committee – nothing to report
5. Building and Grounds – nothing to report

6. Programming Committee
 - a. K Scheller suggested the library’s kitchen be supplied with basic supplies (bowls, hot pads, etc.) if cooking classes are to continue. Several board members volunteered to donate items.

H. Communications

1. Reaching Forward South 2024. As discussed earlier, D Cassens asked that the staff be allowed to attend this regional conference in April and that it be used as the required Staff Development Day. The library will be closed for the day.
2. Motion was made by Akridge, second by Henry, to use this conference as the staff development day and close the library for the entire day.
Ayes: by acclamation

I. Old Business

J. New Business

1. Computer Updates
 - a. Computers are being updated two at a time. This request is for replacement of two public computers.
 - b. Lazerware Invoice \$1,575.58 Balance Due
 - c. Motion made by Henry, second by Akridge, to pay Lazerware Invoice of \$1,575.58 for new updated computers.
Ayes by roll call: Akridge, Devany, Erschen, Henry, Scheller
2. Envision Ware Renewal
 - a. Envisionware Invoice \$1,445.94 Balance Due (modified from \$1,669.07)
 - b. Motion made by Akridge, second by Henry, to pay Envisionware Invoice of \$1,445.94.
Ayes by roll call: Akridge, Devany, Erschen, Henry, Scheller
3. Mobile Beacon Renewal
 - a. Mobile Beacon Invoice for hotspots \$2,520.00 balance due.
 - b. Motion made by Henry, second by Devany, to pay Mobile Beacon Invoice of \$2,520.00 for mobile hotspots.
Ayes by roll call: Akridge, Devany, Erschen, Henry, Scheller
4. Levy Ordinance – Audit Fund 23/24-07

THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT

LEVY ORDINANCE - AUDIT

AN ORDINANCE LEVYING TAXES FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT:

- a. Motion made by Scheller, second by Akridge, to accept the Levy Ordinance for – Audit Fund 23/23-07.

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

5. Levy Ordinance – Building and Equipment Fund 23/24-08

THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT

LEVY ORDINANCE - BUILDING & EQUIPMENT FUND

AN ORDINANCE LEVYING TAXES FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, AS FOLLOWS:

- a. Motion made by Scheller, second by Henry, to accept the Levy Ordinance for – Building and Equipment Fund 23/23-08.

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

6. Levy Ordinance – General Fund 23/24-09

THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT

LEVY ORDINANCE - GENERAL FUND

AN ORDINANCE LEVYING TAXES FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT:

- a. Motion made by Scheller, second by Devany, to accept the Levy Ordinance for – General Fund 23/23-09.

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

7. Levy Ordinance - Illinois Municipal Retirement Fund 23/24-10

THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT

LEVY ORDINANCE - ILLINOIS MUNICIPAL RETIREMENT FUND

AN ORDINANCE LEVYING TAXES FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT:

- a. Motion made by Scheller, second by Erschen, to accept the Levy Ordinance for – Illinois Municipal Retirement Fund 23/23-10.
Ayes by roll call: Akridge, Devany, Erschen, Henry, Scheller

8. Levy Ordinance – Insurance Fund 23/24-11

THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT

LEVY ORDINANCE - INSURANCE FUND

AN ORDINANCE LEVYING TAXES FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT:

- a. Motion made by Scheller, second by Akridge, to accept the Levy Ordinance for – Insurance Fund 23/23-11.
Ayes by roll call: Akridge, Devany, Erschen, Henry, Scheller

9. Levy Ordinance – Social Security Fund 23/24-12

THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT

LEVY ORDINANCE – SOCIAL SECURITY

AN ORDINANCE LEVYING TAXES FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT:

- a. Motion made by Scheller, second by Henry, to accept the Levy Ordinance for – Social Security Fund 23/23-12.

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

K. Public Participation

L. Closed Meeting

M. Adjournment

1. Motion by Akridge, second by Scheller, to adjourn the meeting at 8:13 p.m.

N. Announcements