



Agenda
Tri-Township Library District
Tuesday, October 3rd, 2023
7:00pm Regular Meeting
Community Room, Lower Level

1. Call to Order: Library board meeting was called to order by President Erschen at 7:01pm.
2. Roll Call
 - a. Swearing in of new Board Members:
 - i. 7:02pm-Linda Taake and 7:04pm-Katie Devany
 - b. Swearing in of Officers
 - i. Akridge made motion, seconded by Compton to elect Henry to Secretary.
 - ii. Ayes: Carried by acclimation (Devany and Taake abstained)
 - c. Board Present: Michele Erschen, President; Mary Ellen Akridge, Vice President; Kathy Scheller, Treasurer; Dawn Henry, Secretary; Liz Compton, Trustee
 - d. Public Present: David Cassens, Library Director; Karla Brown as Transcriber; Peter Clemmons
 - e. Input of Agenda Items
 - i. Board-Henry wants to give quick review of program she attended
 - ii. Public-none
3. **Approval of Minutes**
 - a. Regular Meeting Minutes of September 5th, 2023
 - i. Motion made by Compton, seconded by Akridge to accept regular meeting minutes.
 - ii. Ayes: Carried by acclimation with Devany and Taake abstaining.
 - b. Closed Meeting Minutes of September 13th, 2023
 - i. Motion made by Akridge, seconded by Compton to accept the meeting minutes as amended.
 - ii. Ayes: Carried by acclimation with Devany and Taake abstaining.
 - c. Special Meeting Minutes of September 13th, 2023
 - i. Motion made by Compton, seconded by Henry to accept the special meeting minutes.
 - ii. Ayes: Carried by acclimation with Devany and Taake abstaining.
4. **Treasurer's Report**
 - a. Scheller reported the library received two tax revenue installments in September.
 - b. Board is financially sound and solvent.
5. **Director's Report**
 - a. Director and members went through Director's Report packet with statistics.
6. **Maintenance**
 - a. Nothing to report
7. **Committee Reports**
 - a. **Personnel Committee**-Nothing to report; waiting for new board member inclusion.
 - b. **Finance Committee**
 - i. Edwardsville Children's Museum Passes-3 yearly passes totaling \$2,250.00 (\$750/pass for up to 5 individuals each). New tiers for passes this year so committee will be reevaluating viability of purchasing passes in future.
 1. Motion made by Henry, seconded by Compton to pay for 3 passes totaling \$2,250.00
 2. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Scheller, Taake
 - ii. ILA Conference
 1. Lunch allowance for employees-after research was conducted, lunch is provided so this is null.
 2. Mileage Allowance-Require employees to carpool to conserve budget
 3. Board members attendance
 - a. Motion was made by Henry, seconded by Compton to use board funds for several trustees to attend conference. Several expressed interest this year, but no one can attend due to other commitments. Going forward, this expenditure will be included in the budget and attendance will be put on agenda.
 - iii. OCLC Membership-Annual membership fee is \$8,388.06 for FY2024.

1. Motion made by Compton, seconded by Erschen to pay membership fee of \$8388.06.
 2. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Scheller, Taake.
 - iv. State Farm Insurance-Invoice for policy on our building and liability for \$7904.00. Due July 20th, late fee of \$10 incurred.
 1. Motion made by Erschen, seconded by Akridge to pay bill totaling \$7904.00.
 2. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Scheller, Taake.
 - v. Scheller and Compton met with Auditor, Kevin Tepen.
 1. 60 days for accountable bills has ended. Waiting on documents
 2. Board requested David wait to send documents until we confirm journal entries from FY2022 have been completed based on ending Statement of Financial Position in audit. Pending completion.
 3. As long as auditor receives documents by mid-Oct., the audit should be available to be presented to board at December meeting.
 - vi. Scheller, Compton, and David met with new insurance rep from Assured Partners, Robert Myers.
 1. Open enrollment is during Oct, with new policy starting Nov. 1st.
 2. Rate based on age has been removed for the coming year.
 3. Old vs New premium (overall saving 16.4%);
 - a. Employee only- \$413.10 to \$430.92 (increase of 4.31% (\$86.18/\$344.74).
 - b. Employee + Family- \$1650.67 to \$1351.61 (decrease of 18.12% (\$270.32/\$1081.29).
 4. Found discrepancy on employee responsibility for one employee totaling \$1586.08, rectified, and reimbursed on their next paycheck.
 - vii. Bookkeeper to complete form to be added to Busey Bank for view only access of bank account and financial services account.
 - viii. Liz to schedule a meeting with the bookkeeper to go over Quickbooks entries for our credit card and audit practices.
 - ix. Cost analysis and statistical analysis of certain expenses is being performed (janitorial, programming, etc.).
 - x. New Financial Procedures have been written up and shared with board members to streamline business practices going forward.
 - c. **PR Committee**- The committee will be meeting before Nov. board meeting to start on logo refresh. Website refresh is still on hold.
 - d. **Policy Committee**- Nothing to report; waiting for new board member inclusion.
 - e. **Building and Grounds Committee**
 - i. Elevator car update-Allrise Elevator Company, Inc-\$21,019.00-Furnish and install new cab interior finishes consisting of new laminated wall panels and new #4 stainless steel reveals, frieze, and base kits. New suspended T-frame ceiling and new handrail on back wall. The front return will have a #4 stainless steel cover plate to go over the laminate and the car door will be refinished to eliminate the surface scratches.
 1. Motion made by Compton, seconded by Akridge to pay Allrise Elevator Company, Inc. for car update totaling \$21,019.00.
 2. Henry wants on record that going forward, no approvals for this big of an amount should be brought to the board after being signed/accepted. Refer to new Financial Procedures.
 3. Ayes from roll call: Akridge, Compton, Devany, Erschen, Henry, Scheller, Taake.
 - ii. Constellation Energy contract has been cancelled. Scheller reports we are going through Ameren. Predicts a \$400/month savings based on Ameren consult.
 - iii. Geotechnical survey of property on Rt. 40 would run up to \$7000.00, if we choose to proceed. Board decided not to pursue this at this time.
 - iv. Oasis completed the roof repair last week.
 - f. **Programming Committee**- Current procedures seem to be working. Committee is still discussing money resources for programs. Noelle created a Project Request Form to be filled out by patrons/board members with pertinent information. This is expected to streamline communication.
8. Communications
- a. Henry to recap attendance at Family Game Night. It was very fun. Library was busy with tutoring and kids playing, but sadly no other families for game night. They enjoyed their time. Henry

requests more quick games, ex: uno, sorry, regular checkers (no extra large one from teen room), etc.

- b. Devany attended author meet with her family and really enjoyed her time.
9. Old Business
10. New Business
 - a. Room Rental-Programming/Personnel/Policy committees will address this issue for presentation at future meeting.
11. Public Participation
 - a. Peter Clemmons had a few questions, with one referring to Ad Hoc committee. Erschen informed him that the board won't have a formal Ad Hoc committee but did invite him to sit in as a public advisor. He is interested in the PR and Financial Committees. Erschen informed him of the Oct 12th PR Committee meeting.
12. Closed Meeting
13. Adjournment
 - a. Motion made by Scheller, seconded by Akrige to adjourn the meeting at 8:37pm
14. Announcements