



**Meeting Minutes**  
**Tri-Township Public Library District**  
~~Tuesday, January 7, 2025~~ **Delayed due to weather**  
**Monday, January 13, 2025**  
**7:00 p.m. Regular Meeting**  
**Meeting Room, Lower Level**

**Documents distributed to attendees:**

1. Agenda
2. Director's report
3. Statistical Usage Summaries
4. Itemized worklist
5. Detailed Statement of Financial Activity
6. Statement of Financial Position
7. FY YTD Expenses Compared to Prior Year
8. Marketing and Outreach report
9. Programming activity report
10. Social media statistics
11. Cataloging wrap-up presentation for 2024

**A. Call to Order**

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

**B. Roll Call**

1. Board present: President Michele Erschen; Vice-President Mary Ellen Akridge, Secretary Dawn Henry, Treasurer (Vacant), Trustee Liz Compton, Trustee Katie Devany, Trustee Linda Taake.
2. Public present: Elizabeth Fischer, Library Director; Karla Brown, Transcriber; Tyler Rensch and Lindsey Mackley from Globe Life; Dennis Ashcraft, Patron; Kathy Scheller, Patron
3. Input of Agenda Items
  - Board: Akridge, green space (New Business #6)
  - Public: Brown, AARP Tax-Aide (New Business #7)

**C. Approval of Minutes**

**Regular Meeting Minutes of 12/3/2024**

Motion was made by Compton, seconded by Devany, to accept the regular meeting minutes as presented via email. Ayes: Carried by acclamation

**Closed Meeting Minutes of 12/3/2024**

Motion was made by Akridge, seconded by Henry, to accept the closed meeting minutes as presented. Ayes: Carried by acclamation

**Special Meeting Minutes of 12/16/2024**

Motion was made by Henry, seconded by Akridge, to accept the special meeting minutes as presented. Ayes: Carried by acclamation, abstained: Taake

**Special Closed Meeting Minutes of 12/16/2024**

Motion was made by Compton, seconded by Henry, to accept the special closed meeting minutes as presented. Ayes: Carried by acclamation, abstained: Taake

**D. Treasurer's Report**

- Compton reported that as of January 6, the library took over the ownership of the financial data and became the primary administrator for the online Quickbooks program.

- By having access to the data, several issues became evident:
  - Bank reconciliations have not been completed since July.
  - Payroll wages were being recorded as net, not gross, amounts.
  - Compton has asked the bookkeeping service to correct these by the end of January.
  - Because of these, and possibly other issues, the end-of-month reports that have been distributed are not reconciled and may contain errors.
  - Addressing these issues reiterates and justifies the decision to bring the financial activity in-house as a good decision.
  - The service will continue through January, completing year-end reports and providing year-end payroll information to the library and employees.
- Effective February 1, the library will take over all bookkeeping activity and ownership. The new bookkeeper, Brittane, has started and is training this month. Online Quickbooks will be used and ADP will process the payroll. Brittane is familiar with both processes.
- Henry asked about expense line items listed on page 4 of the Detailed Statement of Financial Activity report. Compton responded that it appears they are reclassifications from a miscellaneous account to specific categories.
- Fischer reported she has identified there is a Busey credit card that has a \$10K balance. She had not seen the entry until she was given administration rights once she became Director. Scheller (past Treasurer) said she was not aware of the credit card balance. Fischer is investigating activity and items to ensure they are valid and expensed correctly. Motion was made by Compton, seconded by Akridge, to pay the outstanding balance (currently \$10,042.42) once the investigation is complete and entries are proven valid, and then close the account.  
Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake
- Henry asked that all be kept informed with outcome. Compton assured the group the dates and entry explanations will be identified and discussed in the Finance Committee meeting.

## **E. Director's Report**

In addition to the distributed report, Fischer mentioned:

- Materials pertaining to Alzheimer's and Parkinson's have been identified for both individuals and caregivers. It is planned to purchase kits that can be checked out and provide other resource materials. Board members were pleased to see action has been taken and encouraged the plan to be continued.
- There is a new outreach request form being worked on by Anya and Alyssa and Henry expressed the need for advertising in social media and possibly a special email be sent.
- A copy of the employee task list was included in the packet. The list provides structure in the day-to-day responsibilities and employees are embracing its use.
- Jenelle has resigned effective January 24. See Personnel committee for more information.
- Work has started to complete the City Tourism Grant that is available February 1.
- In the program discussion, Compton told about members in the crochet group that found a tool that would be helpful and she asked Jenelle if it could be completed on the 3D printer. Two devices have been created with success. Jenelle has volunteered to come in and assist the library on items similar to this when needed.
- Fischer mentioned they were in the infant stage of investigating a professional head shot photo public event.
- The packet contains a year-end wrap up of cataloging statistics, created by Catherine. The board members asked that some of the information be included (possibly in an Infographic) and shared on social media.

- Fischer followed up on the outstanding items from last month, noting the Troy Community Alliance box is in the library, restocked, and the employees are aware of it and the Library of Things is being marketed and the check out process is very easy.

## **F. Maintenance**

Nothing to report

## **G. Committee Reports**

### **• Personnel Committee**

1. Akridge and Fischer have met regarding replacing the part time position that Jenelle currently holds. There will not be a change in responsibilities or pay for this position. It is hoped someone can be hired by the last week in January.  
Motion was made by Akridge, seconded by Compton, to hire a replacement for this position, following the onboarding process, with current job description and pay scale.  
Ayes: Carried by acclamation.
2. Akridge explained that Tori has taken on more program responsibilities and that a part-time (22 hours) assistant is being considered. This position will help Tori with programs and will also work at the circulation desk when possible. The position will have weekend and evening responsibilities, and these will need to be made clear when hiring. Tori will have input with the hiring process. Fischer and Tori will be working on a job description within the next few weeks, present it to Akridge, and then to the board during February's meeting. Akridge noted the staff is still ½ person down.
3. Erschen and Akridge met with Fischer to discuss the onboarding activities for the Director position. One measurable goal is to increase community presence, and this can be determined through increasing card holders. Akridge asked the board to assist with developing director goals and how they can be implemented and measured. These ideas should be forwarded to Akridge within the new few weeks.

### **• Finance Committee**

1. Compton reported a new chart of accounts will be implemented once the financial system is brought in-house. This will require reclassification transactions between the old and new accounts within the next few months.
2. The library has purchased the Online Quickbooks and ADP (a well known payroll processing company) subscriptions.

### **• Public Relations (PR) Committee .**

1. Henry will be implementing a quarterly meeting schedule with Fischer and Anya to touch base with the staff and implement enhancements/changes.
2. Henry is pleased with the library's content in the newspaper and social media including funny Instagram/tik toks/memes being used.
3. Handouts in the library present a much more put together, professional appearance.
4. Henry reminded Fischer there is a closure banner that can be added to the website when the library is closed due to weather, etc. Fischer will investigate and learn how to do that for future notifications.

### **• Policy Committee.**

1. Akridge reported the material weeding policy has been completed.  
Motion was made by Akridge, seconded by Henry, to accept the Weeding policy and have it added to the policy manual.  
Ayes: Carried by acclamation

2. Akridge noted the policy and personnel manuals will be undergoing many changes in the near future.

- **Building and Grounds Committee**

1. Following up with outstanding items, Akridge reported the handicap button at the front door has been repaired, one bid has been obtained for painting the front doors, and the elevator door still needs to be painted.
2. A cleaning bid has been obtained, but still waiting for additional information and then a decision will be made for the maintenance contract.
3. Akridge mentioned the library was too late for applying for state grant to fix handicap ramp, doors, etc and, even if we had submitted the grant, we did not qualify. Need to start in July for next year.
4. The handicap sign in the parking lot was knocked down during snow removal. A repair bid is needed.

- **Programming Committee**

1. Akridge reported there is a moratorium on committee meetings as the staff is providing monthly reports and the board is very satisfied with results.

## **H. Communications**

Nothing to report

## **I. Old Business**

1. The final invoice for \$2,450 was paid. No approval was necessary due to approving up to \$4,000 (Jan 2024 minutes).
2. Certapro overpayment has been resolved. The company has agreed that \$2,900 should be refunded and has asked that it be reimbursed in March. Fischer will follow up at that time.
3. With a great deal of detective work, Fischer was able to locate the company that supports the partition wall in the basement. The original company has been purchased by another company and that company has St. Louis area representation. A representative has come to the library and believes the wall is still in good shape, but several stabilizers can be installed between the wall and the floor to make it sturdier. Fischer is waiting for a bid, but believes it can be repaired for less than \$5K. Henry suggested that, if necessary, a special meeting be called to vote on the expenditure so the wall can be fixed as quickly as possible. The wall was installed in 2011.

## **J. New Business**

1. Hoopla invoice for \$2,842.44. Motion was made by Henry, seconded by Compton, to pay the Hoopla invoice. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake
2. Akridge nominated Compton, seconded by Henry, to take over the Treasurer position due to Scheller resigning. Ayes: Carried by acclamation.
3. In addition, Compton will become the Finance Committee Chair.
4. Taake has volunteered to take over the Building and Ground Committee Chair position due to Scheller resigning. Henry has agreed to sit on the Building and Grounds Committee and Akridge has agreed to sit on the Finance Committee. In April, committee assignments can be revisited and adjusted.
5. Tyler Rensche gave a presentation on Global Life Liberty insurance and offerings the company has for employees. He provided a handout to all in attendance that explained life insurance, accident protection, cancer endurance, intensive care protection, and critical illness protection. This is not a health insurance alternative, but a supplement

option. There is no cost or responsibility to the library and/or board members, but he asked the payments be made as payroll deductions. He asked permission to provide employees with the information. There were no objections and he will work with Fischer to organize. Compton mentioned this is an attractive benefit especially to the part-time employees.

6. Akridge asked Fischer to keep usage statistics for the green space behind the library. She suggested it be broken down by 1. programs using the area, 2. rentals for non-library usage, 3. usage in general (Fischer says at times the area is unlocked for general use.) In addition, this information would be useful for other parts of the library, such as the meeting rooms. These tallies will help determine cost vs usage analysis. As a side note, Fischer mentioned that someone had backed into the fence of the green space area, but the issue has been resolved and damage has been paid for.
7. Brown reported the library was gearing up for the AARP Tax Aide season, which she volunteers with. She wanted the board to know that approximately 490 appointments are available at the library and the library staff is very busy between Jan 15 – April 15 making appointments, reminder calling, and handling foot traffic. She also mentioned other libraries have a registration system added to their website that allows patrons to make/cancel their own appointments and that perhaps that is something that can be looked at for the future, not only for the Tax Aide program but for other program registrations. Henry said she is familiar with the registration app. Fischer has been working with the new tax coordinator, has handouts available at the front desk, and will start taking appointments on January 15.

#### **K. Public Participation**

1. Ashcraft asked about the Medicare Q&A meetings that are being planned. He mentioned that open enrollment for Medicare is in the fall, so having the events in summer would be helpful. He asked that the staff ensure the event is in alignment with the Medicare open enrollment.
2. Scheller added there could be a similar program for LIHEAP (Low-Income Home Energy Assistance Program). She thought sign up was in the fall, but Fischer can contact the Jarvis Township office for more information.
3. Scheller also asked if the Weeding policy will be online. Akridge responded that it will eventually be part of the policy manual, which is online, but that it wouldn't be immediate as there are changes that are being addressed.

#### **L. Adjournment**

Motion by Akridge, seconded by Compton, to adjourn the meeting at 8:46 p.m.

Ayes: Carried by acclamation

#### **M. Announcements**

##### **Follow-up items for next meeting:**

Busey credit card  
Position replacement/new hire  
New program assistant position  
Elevator door painting  
New front door solution  
Parking lot handicap sign repair  
Cleaning bid/recommendation  
Partition door project  
Certapro painting refund (March, 2025)