



**Meeting Minutes**  
**Tri-Township Public Library District**  
**Tuesday, November 5, 2024**  
**7:00 p.m. Regular Meeting**  
**Library, Main Level**

**Documents distributed to attendees:**

1. Agenda
2. Statement of Financial Position
3. FY YTD Statement of Financial Activity
4. FY YTD Expenses Compared to Prior Year
5. Library Material Expenses
6. Director's Report
7. Statistical Usage Summaries (2024 and 2023 for comparison)
8. Youth Report
9. Programming and Services reports
10. Marketing and Outreach reports
11. Social media statistics

**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, Treasurer Kathy Scheller, Trustee Liz Compton, Trustee Katie Devany, Trustee Linda Taake.  
**Absent:** Secretary Dawn Henry
2. Public present: Elizabeth Fischer, Interim Library Director; Karla Brown, Transcriber
3. Input of Agenda Items
  - Board: Akridge – 11/4 Personnel and Policy minutes; Compton – suggestion to change meeting dates
  - Public: Fischer – YCG invoice

**C. Approval of Minutes**

**Regular Meeting Minutes of October 1, 2024**

Motion was made by Compton, seconded by Taake, to accept the regular meeting minutes as presented. Ayes: Carried by acclamation; Abstained: Devany; Absent: Henry

**Policy and Personnel Committee Minutes of November 4, 2024**

Motion was made by Akridge, seconded by Compton, to accept the meeting minutes. Ayes: Carried by acclamation (committee members)

**D. Treasurer's Report**

- Scheller reported the library is solvent. The majority of the renovation invoices have been paid. Some items have yet to be delivered (chairs, drawers) and will be paid once received.
- The finance committee is addressing an overpayment with CertaPro.

**E. Director's Report**

A detailed report was distributed. In addition, Fischer mentioned:

- The disposal certificate from the state is being addressed. Fischer recommended it be director led instead of staff led (as in the past) and Compton volunteered to assist.

- Fischer is working with the Friends of the Library group to repair the retractable wall in the basement to improve the stability. It has been cleaned and everyone is very impressed with the outcome, thus eliminating the need to paint it.
- During the outreach item discussion, Akridge mentioned the Friends group is undergoing reorganization and is looking for individual and/or group volunteers.
- The library is hosting the Metroeast Public Libraries (MEPL) meeting on November 21.
- Updated the Weeding Protocol to be more appropriate for the library's current collection. The current procedure is over 10 years old, and was not routinely followed. The plan has been restructured, examples are given for clarification, and the process will be a more consistent, cleaner process.
- Library materials were purchased using credits from the Baker and Taylor publisher. By using these credits, less will be used from the budgeted allotment.
- The staff continues to complete specific training courses and add/enhance programs to the library's offerings. The board is very pleased with all of the work and enthusiasm that is being shown by staff members.

Compton mentioned adding resources for Alzheimer patrons (something that she had seen elsewhere) and Scheller added that perhaps similar resources could be added for Parkinsons, etc. Fischer will look into these suggestions.

Akridge visited 49 libraries and saw lots of great ideas but it was Elizabeth and staff that came up with saving books to be weeded with the ghost idea.

Compton asked Fischer how additional materials can be added to Libby. At this time, requests can be given to her and she will contact the Libby representative to make the request. Compton made the verbal request to see if Midwest Living magazine can be added as it is a popular magazine for this area.

## **F. Maintenance**

Nothing to report

## **G. Committee Reports**

### **• Personnel Committee**

1. Met to finalize the job description for a part time bookkeeper. A salary range has been determined based on the experience of the new employee.  
Motion was made by Compton, seconded by Taake, to hire a part time bookkeeper for up to 10 hours per week. Ayes by roll call: Akridge, Compton, Devany, Erschen, Scheller, Taake; Absent: Henry
2. Members met to implement a new onboarding employee policy that includes periodic reviews, signature requirements for supervisory and employee, etc.  
Motion was made by Compton, seconded by Devany, to accept the policy. Ayes: Carried by acclamation; Absent: Henry
3. The grievance policy and exit interview process wording was changed and now requires a board member be present for related meetings.  
Motion was made by Devany, seconded by Compton, to accept the changes. Ayes: Carried by acclamation; Absent: Henry
4. The library director posting has been closed. Erschen will be completing introductory interviews as the next hiring step.

### **• Finance Committee**

1. Committee met to discuss expenditures comparing January, March, and July expenses to identify issues.
  2. Discussed cleaning up account coding so that line items on the reports are more consolidated.
  3. Identified general housekeeping actions.
- **Public Relations (PR) Committee .**
    1. Nothing to report
  - **Policy Committee.**
    1. The technology agreement was updated to add new items.
  - **Building and Grounds Committee**
    1. Have reviewed items from renovations, making some modifications such as adding chair gliders. Considering floor suggestions to preserve finish.
    2. Gathering information to complete a construction grant. Several projects, including roofing repairs, will be considered.
    3. Compton mentioned the automatic door opener at the front is difficult to work. Scheller agreed and explained a solution that she had seen.
  - **Programming Committee**
    1. The programs that have been implemented are impressive and the staff has jumped onboard showing ownership, working as a team, and implementing good ideas. The distributed reports show the involvement and specifics of the programs.
    2. It was suggested that perhaps this committee could meet fewer times each year since the staff and interim director are doing such a good job coming up with and implementing ideas. The committee may be phased out in the future if success continues.

## **H. Communications**

Nothing to report.

## **I. Old Business**

Nothing to report.

## **J. New Business**

1. Items 1 – 6 (Levy Ordinances) are tabled. Fischer and Fred Keck (Library District Attorney) are working to finalize.
2. Hoopla invoice for \$2,961. This is for October's monthly usage. Motion was made by Scheller, seconded by Devany, to pay the Hoopla invoice. Ayes by roll call: Akridge, Compton, Devany, Erschen, Scheller, Taake; Absent: Henry  
There was discussion if Hoopla and Libby are both needed and Fischer stated statistics from the usage report show that at this time, yes, both resources are regularly used and offer different materials.
3. YCG Accounting for \$2,225 for monthly accounting services.  
Motion was made by Scheller, seconded by Compton, to pay the YCG invoice. Ayes by roll call: Akridge, Compton, Devany, Erschen, Scheller, Taake; Absent: Henry
4. Compton led a discussion about possibly changing the dates of the monthly board meeting. Currently it is the first Tuesday of the month. Reasons for the change include:
  - Conflicts with the April and November elections since the library is a polling place.

- The library staff meeting is held towards the end of the month (while the board meetings are early in the month) so it presents a problem to discuss/implement ideas between the board and staff. The staff meeting should be held shortly after the board meeting.
- By having the board meeting early in the month, it is difficult to get the monthly financial statements prepared. For example, the October meeting was held the first day of October, rushing the September financial completion.

Several options were explored including the third Tuesday of the month, the fourth Monday of the month, Thursday evening, etc. It was decided the staff and board members would think about it and Fisher would send out a survey to get input for first and second choices. Scheller explained that meeting dates follow the fiscal year and could not be permanently changed until July.

**K. Public Participation**

Nothing to report

**L. Adjournment**

Motion by Akridge, seconded by Scheller, to adjourn the meeting at 8:18 p.m.

**M. Announcements**