



Meeting Minutes
Tri-Township Public Library District
Tuesday, December 3, 2024
7:00 p.m. Regular Meeting
Meeting Room, Lower Level

Documents distributed to attendees:

1. Agenda
2. Director's report
3. Statement of Financial Position
4. FY YTD Statement of Financial Activity
5. FY YTD Expenses Compared to Prior Year
6. Statistical usage summaries
7. Youth Report
8. Program Report
9. Social media performance report and statistics

A. Call to Order

The meeting was called to order by President Michele Erschen at 7:01 p.m.

B. Roll Call

1. Board present: President Michele Erschen; Vice-President Mary Ellen Akridge, Secretary Dawn Henry, Trustee Liz Compton, Trustee Katie Devany, Trustee Linda Taake.
Absent: Treasurer Kathy Scheller
2. Public present: Elizabeth Fischer, Interim Library Director; Karla Brown, Transcriber
3. Input of Agenda Items
 - Board: Akridge added new business item of staff Christmas bonuses; Compton added old business item of follow-up procedure.
 - Public: None

C. Approval of Minutes

Regular Meeting Minutes of November 5, 2024

Motion was made by Compton, seconded by Devany, to accept the regular meeting minutes as presented. Ayes: Carried by acclamation (Absent: Scheller)

D. Treasurer's Report

- Questions tabled until the Finance Committee update (below)

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- Hosted the Metro East Public Libraries (MEPL) in November and had a speaker on grant opportunities. Will be hosting the Business Before Breakfast for the Chamber of Commerce in February.
- The Program Request Form has been modified allowing an area for the speaker to provide setup instructions and staff involvement, and explanation for promotional and other conditions and rules.
- Staff worklist is being created to ensure time is used responsibly and tasks are being completed as scheduled. When tasks are completed, the staff is encouraged to read and engage in dialogue with patrons on interests, etc.
- Henry asked about the Troy Community Alliance involvement that was discussed in the June meeting. The library's involvement had been tabled until after the renovation.

Fischer has had limited contact with representative but will finalize involvement and implement.

- It was noted that of the 44 November programs, 22 were for adults, 2 were open for all ages, and 20 were directed towards youth/teen. Many new programs are in the works including a speaker series, yoga, and simple Tai Chi classes.
- The board members complimented the staff on their creativity and involvement in bringing new programs to the library. Akridge mentioned the library is short-staffed 1.5 positions and it is anticipated there will be some responsibility realignment in near future. The Personnel Committee members want to ensure they maximize the skills and interests of each employee, but they are very pleased on how everyone is working together and helping better the library's offerings.

F. Maintenance

(See new business)

G. Committee Reports

• Personnel Committee

1. Akridge distributed an Employee Classification document showing recommended changes for outlining specific number of hours that full-time salaried employees work each day and the process required if employee needs to deviate from the regular schedule.
Motion was made by Devany, seconded by Compton, to accept the revised Employee Classification document as presented. Ayes: Carried by acclamation (Absent: Scheller)
2. A closed board meeting is scheduled for Monday, December 16, 2024 at 5 p.m. to hear committee recommendations and vote on hiring director and bookkeeper positions. Brown was asked to attend to take notes. Akridge will send a reminder.

• Finance Committee

1. Compton noted on the FY YTD Statement of Financial Activity report (page 2) there is a line item for Ask Client (\$1,890.14). This item has been added as a temporary holding area until the proper coding can be determined at which time a journal entry is made to move dollars. Fischer assured the board the issue for this amount has been resolved. Compton also asked about the negative balance for Workman's Comp and Fischer noted it was for overpayment reimbursement.
2. It was mentioned the above Ask Client example is needed because of having the board meeting during the first week of the month and does not give the bookkeeper time to complete the reports. See new business for more discussion.
3. Members are recommending the chart of accounts be revised to make the system more concise and intuitive by assigning different account numbers per GAAP (Generally Accepted Accounting Principles), removing unused accounts, etc.
4. The question was asked if the CertaPro overpayment issue had been resolved. Erschen asked that Fischer follow up with a letter to CertaPro asking for resolution and, if necessary, the next step will be consulting the lawyer.
5. Akridge expressed concern about the three grants that need to be written and submitted within the next few months and the hiring of the new director who will be responsible for submitting. The timing is very crucial, and direction will be required from the Finance and Building and Grounds committee members.

- **Public Relations (PR) Committee.**
 1. Henry asked Fischer if the library had received the last Moonlighting Computing bill for the website redesign. The invoice has been received, and Fischer offered to get it, but it was determined that it would be addressed during the next meeting.
 2. Administration staff training has been completed for updating the website.
 3. Henry recommended the website's homepage hero slider be used to promote the programs, library of things, etc and should be *frequently* updated. Fischer will pass this information on to the staff.
 4. The committee will meet within the next few months to finalize the website redesign and other projects.

- **Policy Committee.**
 1. A meeting is planned for next week for the collection weeding policy.

- **Building and Grounds Committee**
 1. Akridge mentioned the elevator door still needs to be painted.
 2. The basement wall partition is still a problem. Several attempts to solve the leaning issue have been attempted, but the problem persists. The door may need to be replaced.

- **Programming Committee**
 1. Akridge mentioned the committee will have one more meeting to review the program activity. At that time it will be determined if the committee can meet less frequently since the program expansions are going well, and the committee has good communication with the director and staff.

H. Communications

1. Compton mentioned that Anya had reached out to the Spinning Yarn group for yarn donations as she had learned from her Outreach program that a patron could use it to complete a donation project. The response was overwhelming, and Compton was pleased to see that program involvement is overlapping.
2. Henry said the Junk Journal group will be having their Christmas party and the bookmarks that are being made are well received at the front desk and has generated interest in the program.

I. Old Business

1. A survey was sent to the board members for input for changing the meeting schedule. As pointed out, meeting early in the month causes issues for the accounting reports to be completed, and doesn't work well with the staff meetings that are scheduled at the end of the month. It was determined the schedule would be the fourth Tuesday of each month starting with the next fiscal year (July, 2025).
Motion was made by Compton, seconded by Henry, to accept the change in meeting date/time to the fourth Tuesday of each month at 7 p.m. beginning with the new fiscal year. Ayes: by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake (Absent: Scheller)

2. Compton explained it was difficult to keep up with topics that require follow up from previous meetings and asked for suggestions. Henry had brought up similar concern in a previous meeting (as noted in July minutes). Brown suggested a list be added to the meeting notes listing specific follow-up items so that members are reminded of required action and those specific items will be added to the next month's agenda. Brown also

noted that in the past, Henry had asked that all committee chairs provide her with a short summary of key items that will be discussed prior to the meeting. Not every committee does this and Brown explained that it is very helpful to have the information available because 1. (and most importantly) it gives the chairs an opportunity to determine the key points that will be discussed and included in minutes, and 2. it helps with minute preparation by providing names of suppliers, exact dollar amounts, etc. The reports don't have to be lengthy and detailed, but the information is helpful.

3. Fischer reported she had obtained information about adding items to the Libby database and has requested Midwest Living be added.
4. It was noted that further discussion is necessary with the Maintenance personnel. Erschen noted the director is to address those issues, not the Building and Grounds committee members.

J. New Business

1. Levy Ordinances: Each ordinance was read by Henry.
Levy Ordinance – Audit Fund 24/25 – 07

LEVY ORDINANCE - AUDIT

AN ORDINANCE LEVYING TAXES FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025.

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

Section 1

That the APPROPRIATION ORDINANCE - AUDIT passed on July 2, 2024 is hereby incorporated by reference.

Motion made by Henry, seconded by Akridge, to accept the Levy Ordinance for Audit Fund 24/25 – 07. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake (Absent: Scheller)

Levy Ordinance – Building and Equipment Fund 24/25 - 08

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, 2024, AND ENDING JUNE 30, 2025.

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

Section 1

That the APPROPRIATION ORDINANCE - BUILDING AND EQUIPMENT FUND passed on July 2nd, 2024 is hereby incorporated by reference.

Motion made by Henry, seconded by Devany, to accept the Levy Ordinance for Building and Equipment Fund 24/25 – 08. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake (Absent: Scheller)

Levy Ordinance – General Fund 24/25 - 09

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, 2024 AND ENDING JUNE 30, 2025.

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

Section 1

That the BUDGET AND APPROPRIATION ORDINANCE passed on July 2, 2024 is hereby incorporated by reference.

Motion made by Henry, seconded by Compton, to accept the Levy Ordinance for General Fund 24/25 – 09. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake (Absent: Scheller)

Levy Ordinance – Illinois Municipal Retirement Fund 24/25 - 10

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, 2024, AND ENDING JUNE 30, 2025.

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

Section 1

That the APPROPRIATION ORDINANCE - ILLINOIS MUNICIPAL RETIREMENT FUND passed on July 2, 2024 is hereby incorporated by reference.

Motion made by Henry, seconded by Taake, to accept the Levy Ordinance for Illinois Municipal Retirement Fund 24/25 – 10. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake (Absent: Scheller)

Levy Ordinance – Insurance Fund 24/25 - 11

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, 2024, AND ENDING JUNE 30, 2025.

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

Section 1

That the APPROPRIATION ORDINANCE - INSURANCE FUND passed on July 2, 2024, is hereby incorporated by reference.

Motion made by Henry, seconded by Akridge, to accept the Levy Ordinance for Insurance Fund 24/25 – 11. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake (Absent: Scheller)

Levy Ordinance – Social Security Fund 24/25 - 12

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, 2024, AND ENDING JUNE 30, 2025.

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

Section 1

That the APPROPRIATION ORDINANCE – SOCIAL SECURITY FUND passed on July 2, 2024, is hereby incorporated by reference.

Motion made by Henry, seconded by Taake, to accept the Levy Ordinance for Social Security Fund 24/25 – 12. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake (Absent: Scheller)

2. Hoopla invoice for \$2,724.32. Motion was made by Henry, seconded by Devany, to pay the Hoopla invoice. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake (Absent: Scheller)
3. Akridge asked that the board go into closed session to discuss staff Christmas bonuses.

K. Public Participation

L. Closed Meeting

According to Open Meetings Act Section 2 (c) (29), a closed meeting was called to order at 8:29 p.m. and board returned to public meeting at 8:39 p.m.

Upon returning from closed meeting, Motion was made by Akridge, seconded by Henry, to accept bonuses as discussed in the meeting. Akridge, Compton, Devany, Erschen, Henry, Taake (Absent: Scheller)

M. Adjournment

Motion by Akridge, seconded by Compton, to adjourn the meeting at 8:40 p.m.

Ayes: Carried by acclamation (Absent: Scheller)

N. Announcements

Follow-up items for next meeting:

Parkinsons and Alzheimer materials
Weeding policy update
Library of Things (brochure/marketing approach, display solutions)
Troy Community Alliance
Moonlighting Computing invoice

CertaPro overpayment resolution
Downstairs wall partition resolution
Elevator door painting
Maintenance issues