



Meeting Minutes
Tri-Township Public Library District
Tuesday, February 4, 2025
7:00 p.m. Regular Meeting
Meeting Room, Lower Level

Documents distributed to attendees:

1. Agenda
 2. Director's report
 3. Social media statistics
 4. Future program plans and ideas
 5. January programming notes
 6. February content calendar
 7. Statistical Usage Summaries
 8. Program evaluation survey example
- * Financial statements – see note under Treasurer's Report

A. Call to Order

The meeting was called to order by President Michele Erschen at 7:03 p.m.

B. Roll Call

1. Board present: President Michele Erschen; Vice-President Mary Ellen Akridge, Secretary Dawn Henry, Treasurer Liz Compton, Trustee Katie Devany, Trustee Linda Taake.
2. Public present: Elizabeth Fischer, Library Director; Karla Brown, Transcriber
3. Input of Agenda Items
 - Board: None
 - Public: None

C. Approval of Minutes

Regular Meeting Minutes of 1/13/2025

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

D. Treasurer's Report

- On January 30, Compton, Fischer, and Brittanee (bookkeeper) visited the Thompson Flaherty accounting office to pick up all remaining paperwork and to thank them for the 10 yrs of service. All bookkeeping data has been converted to the library's Quickbooks system and will be maintained internally. At this time reconciliation is being done and balances are being verified. There are considerable areas that need investigating and reconciling. Because of this, Compton opted to not provide financial statements for this board meeting because of the inaccuracies.
- Compton has met with the auditor to explain the financial reporting changes and how things will be completed internally. He mentioned that some of the adjusting entries that he identified in previous audits had not been completed, and as a result adjusting entries were written not only for current fiscal year, but also to correct what hadn't been adjusted in previous audits. Compton and the auditor agreed that a mid-year audit be complete once all the conversion activity is completed to ensure accuracy at this going forward point.

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- Stabilizers have been added to the basement partition. Cost was \$1,200. It was noted the partition's south door has been significantly used and is wearing out. The company representative suggested the north door be designated as the primary door and the staff and Friends of the Library have agreed to start using that door.
- The initial review copy of the Madison County April ballot shows "Vote for 3" instead of "Vote for 2." Fischer contacted the county office and it will be corrected on the final ballot.
- The library is a sponsor for the Chamber of Commerce Glo Bingo fundraiser on March 1 as part of the advertising campaign.
- The chamber's Business Before Breakfast event will be held at the library on February 19.

F. Maintenance

Nothing to report

G. Committee Reports

• Personnel Committee

1. Akridge reviewed that in the past the hiring sequence was 1. the director would be responsible for the hiring, 2. the employee would start (sometimes the next day), and 3. the board would accept the hiring at the next scheduled meeting. Recently, the board discussed not offering employment until the board approved, but Akridge explained it could be approximately 10-14 days to get the members gathered for voting on the candidate. Erschen suggested that if parameters be implemented, then the hiring could be done without full board discussion/approval.

Motion was made by Devany, and seconded by Compton, to revert back to the hiring process to allow starting prior to full board approval with the following parameters:

* Someone from the personnel committee must attend the interview meeting.

* The director and the personnel committee member must be in agreement before hiring the candidate.

2. **Circulation Clerk (existing position)** - The Circulation Clerk position which is open due to Janelle leaving, is currently listed as a 27 hour position. Akridge explained the committee would like to add two hours (29 total) to this position. Currently other employees are not able to focus on their catalog and program duties due to working at the desk.

Motion was made by Akridge, seconded by Henry, to accept the change of 27 to 29 hours for this Circulation Clerk position. Ayes: Carried by acclamation

3. Four individuals were interviewed for the Circulation Clerk position by Tori and Fischer, with Board Member Akridge attending.

Motion was made by Akridge, seconded by Devany, to hire Gracellyn Martinez a replacement for Circulation Clerk position, following the onboarding process, with current job description and base pay. Ayes: Carried by acclamation.

4. **Circulation Clerk (new)** - A new Circulation Clerk position is being requested. This will be primarily scheduled from 1 p.m. – 4 p.m. four days/week, for a total of 12 hours/week. The scheduled times allow for desk coverage during busy times and cross over between day and evening shifts.

Motion was made by Akridge, seconded by Devany, to hire a new Circulation Clerk position for 12 hours/week at base pay, following the onboarding procedure.

Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake

5. **Program Asst/Circulation Clerk (new)** - The new Programming Assistant/Circulation Clerk will be for 24 hours max with starting hours being Monday/Thursday 10 a.m. – 3 p.m. and Tuesday/Wednesday from 3 p.m. – 8 p.m.

This is a flexible schedule and will be altered as needed. A new job description has been developed and sent to all board members for review.

Motion was made by Akridge, seconded by Compton, to accept the job description for the Program Asst/Circulation Clerk position. Ayes: Carried by acclamation.

6. **Community Outreach Coord** - Akridge reviewed the duties of Alyssa, the Community Outreach Coordinator. Some mentioned tasks included home bound delivery, implementing an outreach tab on the website, visiting area living centers. She has also attended a webinar on grant writing and wants to enhance the position. She requires more time to complete all the tasks. Akridge recommends adding two hours each day to this position's schedule, which would bring it to 30 hours/week and make it a full-time position with benefits. This will require going through the onboarding process. It was noted that during the onboarding, measurable goals be set, time spent away from the library is logged, etc.

Motion was made by Akridge, seconded by Henry, to increase the Community Outreach Coordinator position by 10 hours/week to full-time status with benefits, following the onboarding procedure with the same base pay.

Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake

Akridge assured the members the workload calendar has been studied and the above personnel changes/additions are part of the cohesive plan the board mandated in the Oct 2024 meeting.

- **Finance Committee**

1. Busey Bank Credit Card balance has been investigated and resolved. It was a series of unfortunate actions where the accountant requested to pay the bill based on the online balance, Fischer's credentials didn't include viewing that particular credit card and she was unaware there were master credentials for the Treasurer position, which had been vacated. The balance included renovation building and grounds expenditures. The balance has been paid, the two Busey Bank credit cards have zero balances and have been locked. There is no activity on the accounts, but there are still a few outstanding checks. It is expected that by mid-summer balances will be moved to Hillsboro Bank and all Busey accounts will be closed.
2. Brittanee and Compton have developed an efficient strategy for paying bills, making money transfers, and processing payroll. The library should see the benefits of a more efficient system immediately. An action item list has been developed, and Brittanee will be working on items as time allows.
3. Beginning February 1, Brittanee will be responsible for the creation of payroll using the ADP subscription. The first payroll that will be completed in-house will be February 14. Thompson Flaherty completed through January 31. Compton reported that she and Brittanee will try to transfer the YTD balances from the accountant's system (as they also use ADP), but if that isn't possible, the January balances will be entered manually.
4. The chart of accounts project for renaming and merging balances is ongoing. The Finance Committee has developed a new set of accounts that will make for more accurate bookkeeping.

- **Public Relations (PR) Committee**

1. The committee won't be on moratorium but rather move down to a Quarterly Touchbase/Website Data Analytics meetings. The reasons for this include but are not limited to: there is a better working relationship between staff and board members, leaving space for the staff to do what they think best. Staff members are really stepping up to the plate and the committee wants to empower them to keep going.

2. The new website creation is completed. New ways of marketing have already been brainstormed and/or implemented by staff, showing they are open to board suggestions. PR is more than just the website and with this newfound momentum-we all think it's important to keep thinking of new ways to capture old/new patrons alike.
3. Henry and Fischer discussed creating some sort of schedule throughout the year to have staff click on each link all the way through to ensure we always have the most up to date info on the website.
4. Tori has added a new database for K-5 that is geared towards homeschooling. It is on the website already. It is called Education Station. Tori and Anya are also working on a post card mailer with Summer Reading info to be sent out to patrons.
5. Henry acknowledged Elizabeth (Director), Anya, and Tori, as well as all staff, for the incredible changes, thoughtful planning, and implantation of all the new ways of PR.

- **Policy Committee.**

1. Nothing to report

- **Building and Grounds Committee**

1. There is a committee meeting scheduled for the next day (Feb 5). An update on new and follow-up items will be discussed at the March board meeting.

- **Programming Committee**

1. Nothing to report.

H. Communications

I. Old Business

J. New Business

- Auditor invoice for \$8,500. Motion was made by Akridge, seconded by Devany, to pay the CJ Schlosser & Co invoice. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake
- Hoopla invoice for \$3,207.03. Motion was made by Henry, seconded by Taake, to pay the Hoopla invoice. Ayes by roll call: Akridge, Compton, Devany, Erschen, Henry, Taake
- Fischer explained that 11 workstations (7 staff and 4 patron) need to be replaced and will allow for Windows 11. The invoice Fischer presented was for \$932.27 per unit. Compton suggested all be done at one time and Fischer will contact Lazerware to see if the price can be reduced if all are upgraded at one time. It was thought that only the CPU would be replaced, keeping the monitor, keyboard, and mouse, however, the invoice had some confusing wording, which Fischer will investigate.
Motion was made by Akridge, seconded by Compton, to authorize the PC replacements up to \$11K after determining 1. price for doing all units at once and 2. clarification on what parts of the configuration will be replaced. Ayes by roll call: Akridge, Compton, Devany, Erschen, Taake; Nays: Henry. Motion passed.
- T-shirts will be ordered for all staff and board members for the reading program and are to be worn for all activities. As the theme is Color Our World, each member can select what color shirt they would like. Fischer gathered the information from each member.
- The Reaching Forward South library conference is April 4 in Effingham. Fischer asked that the library be closed so that all staff members can attend. Motion was made by Henry,

seconded by Devany, to close the library on April 4 and all staff members attend the conference as part of staff development. Ayes: Carried by acclamation.

- Akridge updated the board on the Friends of the Library organization. She briefly listed a few items the organization has been responsible for including a garden series that was attended by 150 participants, making a charitable donation under the library's name, purchasing furniture for first-floor area, providing a student volunteer scholarship. etc. The group is undergoing leadership changes, and she asked the library to help get the word out about the organization to explain all that it does, the need for volunteers, etc. The organization would appreciate website and Facebook page updates and be part of the library's public relations and social media focus. Fischer (Director) and Henry (PR committee chair) agreed (as did other attendees) and will oversee this action. Having a Friends of the Library logo was suggested that could be used for all correspondence and will be addressed later.

K. Public Participation

L. Adjournment

Motion by Compton, seconded by Taake, to adjourn the meeting at 8:36 p.m.

Ayes: Carried by acclamation

M. Announcements

Follow-up items for next meeting:

Elevator door painting

New front door solution

Parking lot handicap sign repair

Cleaning bid/recommendation

Certapro painting refund (March, 2025)