



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

Documents distributed to attendees:

1. Agenda
2. Director's report
3. Balance sheet and Profit and Loss reports ending June 2024 (fiscal year end)
4. Balance sheet and Profit and Loss reports ending December 2024 (calendar year end)
5. Statistical Usage Summaries
6. Program activity report (Tori)
7. Marketing and outreach report (Anya)

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 Liz Compton, Trustee Katie Devany, Trustee Linda Taake.
2. Public present: Elizabeth Fischer, Library Director; Karla Brown, Transcriber
3. Input of Agenda Items
 - Board: Akridge – remove Community Survey from New Business
 - Public: None

C. Approval of Minutes

Regular Meeting Minutes of February 4, 2025

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

Compton proposed the approved minutes be included in the board member packets for easier filing. Fischer will print copies to include in monthly packets.

D. Treasurer's Report

1. Compton reviewed the financial reports ending June 2024. To accomplish, a comparison was made between previous (outside) bookkeeping reports, auditor adjustments, and the new in-house system. Adjustments were made to make these reports the basis for the new reporting system.
2. Compton reviewed the December 2024 reports showing corrections for the calendar year. Adjustments were primarily necessary due to using three payroll systems in 2024 — Quickbooks desktop, Quickbooks online, and ADP service—which posted differently to accounts. Compton believes the accounting information is now accurate.
3. Two successful in-house payroll processes have been completed with no issues.
4. Twelve different bank accounts and funds were reconciled to ensure accuracy in the financial statements. These line items were pointed out on the 12/24 Balance Sheet under Current Assets. Akridge mentioned that members should be thinking about library expansion needs and that matching funds are needed in order to qualify for some grants.
5. Now that the financial statements are accurate, budget information will be entered this next month with budget vs actual reports distributed at next month's meeting. Compton noted that Quickbooks allows for last year's data be included in the report and asked the group if they would like to see that data. It was decided the finance committee members

will be given those reports, but only the budget and actual data will be on the meeting reports. Having previous year's data assists with finding account coding errors, trend analysis, etc.

6. Fischer and Compton performed Brittanee's first step review with very positive results.
7. The board thanked Compton for all the work she has put into getting the financial information correct for moving forward.

E. Director's Report

- Erschen stated that future director reports will be a shortened version, omitting the analytics. Fischer and staff will continue to monitor usage, but will not make it a routine item in the director's report. It was noted the staff has made major strides with the library's offerings.

In addition to the distributed report, Fischer mentioned:

- Elaine Scott has accepted the Circulation Clerk (1-4 p.m.) position and Sierra Seper has accepted the Program Asst/Circ Clerk position. Both started Monday, March 3. There were many qualified candidates and some are interested in volunteering.
- Within Tori's report, there is a Family Farm Day planned in partnership with Triad's Birth to Three, on Saturday, April 26. She asked if anyone knows anyone with farm equipment or vehicles that would like to be involved in the Touch-a-Truck portion, please let the library know. Henry asked about staffing at the event and at the library that day and Fischer assured the board that staffing is being addressed.
- Staffing for the Summer Reading Kickoff program (May 24) was also discussed. Fischer asked that the library opening be delayed until noon so that all staff can be present at the kickoff.

Motion was made by Compton, seconded by Henry, to accept altering the library's hours so that all staff can attend the event at the park. Ayes: Carried by acclamation
It was suggested this be communicated through social media and in the paper.

- It was noted the room usage rental has decreased, primarily because of all of the programs that are utilizing the room, but the staff is aware of the usage and makes accommodations when they can.
- Fischer assured the board that Brittanee is interacting with the other staff members. This was mentioned because she sits in a different area from the front desk. Brittanee will be attending the Reaching Forward South library conference on April 4 with the other staff members.

F. Maintenance

Nothing to report

G. Committee Reports

• Personnel Committee

1. Akridge explained there are two primary activities that need to be addressed:
 - Developing and completing a long-range plan community survey
 - Filling the open board position due to resignation

It was decided the survey will be tabled at this time and during March the focus will be on filling the board position.

2. A posting will be made for the appointed board position. Plan:
March 5 – post opening with applications being sent to the board's email (monitored by Henry)
March 18 – stop accepting responses
March 20 - Henry will send all applications to board members for review

March 25 – interviews will be conducted (6 p.m.)

April 1 – board meeting with new member attending

3. There was a lengthy discussion on committees, Topics included:
 - who makes decision on how committees are organized and who are members
 - how many individuals should be on each committee
 - what is the procedure if a member wants to change committees
 - what is the procedure for a board member to attend a committee meeting as an ad hoc attendee
 - how often are committee assignments reviewed, rotations made, etc.Erschen tabled the discussion until next month and asked all to research standard procedures for this and be prepared to discuss next month. It was suggested that the new appointed board member be placed on the Finance, Building and Grounds, and Policy committees to learn about the library and the board responsibilities, but no formal decision was made.
4. During the discussion, Akridge mentioned that Henry and Anya (staff member) will be involved in the community survey as part of Public Relations activity.

- **Finance Committee**

1. Erschen asked to receive the link for the next Zoom meeting.
2. Nothing to report.

- **Public Relations (PR) Committee**

1. Nothing to report.

- **Policy Committee.**

1. Nothing to report.

- **Building and Grounds Committee**

1. Elevator door has been painted
2. Locking interior front door is being addressed
3. Being able to open outside doors without blocking step and being compliant is being addressed
4. Parking lot sign repair is being addressed with bid received
5. Cleaning bid/recommendation is still in progress
6. CertaPro painting refund is still an open item
7. It was mentioned the 5 to 10-year maintenance plan be reviewed

- **Programming Committee**

1. Nothing to report. There is a moratorium on the programming committee meetings and can be removed from the agenda.

H. Communications

I. Old Business

J. New Business

1. Gale Courses invoice for \$5,156.44. Fischer noted that during the 2023-24 year, 47 patrons had enrolled in classes and approximately 627 hours were spent within the online class environment.
Motion was made by Compton, seconded by Taake, to approve the Gale Courses invoice for 3/5/2025 through 3/4/2026. Ayes by roll call: Akridge, Erschen, Compton, Devany,

Henry, Taake

There was a short discussion about Gale Courses alternatives. Fischer has started to investigate Udemy and LinkedIn Learning, both online learning platforms.

2. Hoopla invoice for \$3,057.16.

Motion was made by Devany, seconded by Taake, to approve the Hoopla invoice for February activity. Ayes by roll call: Akridge, Erschen, Compton, Devany, Henry, Taake

K. Public Participation

L. Adjournment

Motion by Compton, seconded by Devany, to adjourn the meeting at 8:33 p.m.

Ayes: Carried by acclamation

M. Announcements

Follow-up items for next meeting:

Reminder: board interviews March 25, 6 p.m.

Research standard committee operating procedures

Inside and outside front door solutions

Cleaning bid/recommendation

Certapro painting refund (March 2025)

Online learning platforms other than Gale Courses