



Meeting Minutes
Tri-Township Public Library District
Tuesday, July 2, 2024
7:00 p.m. Regular Meeting
Community Room, Lower Level

Documents distributed to attendees:

1. Agenda
2. Statement of Financial Position
3. FY YTD Budget vs Actual
4. Director's report
5. Statistical Usage Summaries
6. Youth Report June 2024
7. June program notes including attendance statistics
8. Social media statistics
9. Digital Library of Illinois Libby summary of features and costs

A. Call to Order

The meeting was called to order by Vice-President Akridge at 7 p.m.

B. Roll Call

1. Board present: Vice-President Mary Ellen Akridge, Secretary Dawn Henry, Treasurer Kathy Scheller, Trustee Liz Compton, Trustee Katie Devany, Trustee Linda Taake.
Absent: President Michele Erschen
2. Public present: David Cassens, Library Director; Karla Brown, Transcriber; Fred Keck, Library District Attorney; Mary Phelan, Troy resident; Noelle Rogers, Troy resident
3. Input of Agenda Items
 - Board: None
 - Public: Mary Phelan asked to speak during Public Participation

C. Approval of Minutes

Regular Meeting Minutes of June 4, 2024

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

Closed Meeting Minutes of June 4, 2024

Motion was made by Henry, seconded by Devany, to accept the closed meeting minutes as presented. Ayes: Carried by acclamation; Abstain: Compton; Absent: Erschen

Public Relations Committee Meeting of June 10, 2024

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

Grand Reveal Meeting of June 12, 2024

Motion was made by Henry, seconded by Taake, to accept the grand reveal meeting minutes as presented. Ayes: Carried by acclamation by PR and Building and Grounds committee members; Absent: Erschen.

D. Treasurer's Report

- Didn't get financial reports until the afternoon of the board meeting so viewing was limited. Was assured this was a unique circumstance.

- Should receive a tax deposit soon.

E. Director's Report

In addition to the distributed report, Cassens mentioned:

- Several staff members are taking an ASL class for librarians that is offered by ALA. It is hoped that someone with ASL knowledge will be on all shifts.
- The new 3D printer is working out well. It also records as it completes the item and those videos are being shared on social media.
- Henry reminded Cassens the board would like to see last year's statistics for the same time period on the reports for comparison. Handwritten notation is acceptable.
- Akridge asked about how the renovation is being shared with the public and Cassens reported that it has been (and will be) in the local newspaper, social media posts, mentioning during program events, handing out bookmarks to patrons with info, etc. It was suggested that notices be put on the outside doors and utilize the marquee sign in front of the library. This will be done as the time gets closer; Cassens didn't want patrons to see the word "closed" and assume the library is closed at this time.
- Many programs are being moved temporarily to the Troy Activity Center and the staff is working on making these changes.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**

1. No new business to report.

- **Finance Committee**

1. Bank of Hillsboro has been selected for the checking account bank as it provides the features that are needed such as location, flexibility, having an account credit card, free checking, multiple signers, etc. The investment accounts will remain at the current institution. It is expected there will be a three-month rollover to process outstanding checks, etc.

Motion was made by Scheller, seconded by Compton, to accept Bank of Hillsboro as the choice for the checking account.

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

2. All account signers need to be bonded. The library director usually signs the checks, but when necessary, the board secretary will sign, with the other two committee members being backup. This requirement will be completed.
3. During the fourth quarter and after the above changes are finalized, the bookkeeping position will be evaluated along with the library purchasing Quickbooks to complete the financial responsibilities internally.
4. Scheller discussed the worksheet that was forwarded to the board outlining salary ranges and marketing comparison. She suggested a policy be implemented that will review this every five years since responsibilities and titles change. (Example: Social Media Librarian)

- **Public Relations (PR) Committee**

1. New items are being purchased with the new logo for when logo/website is launched. This is to be kept from the public until the committee gives approval to share.

2. Cassens plans to go through the branding changes with the staff to ensure that all materials get changed and the correct image is used.
 3. Website construction is ongoing.
 4. Henry mentioned that much emphasis is being put on making sure the website is ADA compliant with color, font, and layout areas, and the pages will adjust according to device used. The site will encourage patrons to notify the library with improvements if noted.
 5. Committee recommends accepting the Branding Guide that Michele wrote for library staff to use and was forwarded to board members. It ensures consistency in how the library's identity is presented across various platforms and materials.
 6. Anya is working to create a new FB page since the current one was set up with errors. The hope is to get people to engage and migrate over to the new page, and to let everyone know about it before we drop new logo/website.
- **Policy Committee.**
 1. Committee recommends accepting program assessment policy that was sent to the board members.
Motion was made by Henry, seconded by Compton, to accept the program assessment policy.
Ayes: Carried by acclamation; Absent: Erschen
 2. Committee also recommends changes made to the existing 3D printer policy that was forwarded to the members.
Motion was made by Compton, seconded by Henry, to accept the 3D printer policy.
Ayes: Carried by acclamation; Absent: Erschen
 - **Building and Grounds Committee**
It was noted that Marsh Construction has been very accommodating to work with and has agreed to do additional work as it has been identified.
 1. Motion was made by Scheller, seconded by Devany, for \$6,000 to CertaPro for painting staff area, director's office, and media room.
Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent: Erschen.
 2. Motion was made by Scheller, seconded by Compton, for \$5,749 to Bradford Systems for a custom magazine rack.
Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent: Erschen.
 3. Motion was made by Scheller, seconded by Devany, for up to \$17,500 to Marsh Construction for cove base, light fixture, air vent, and painting.
Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent: Erschen.
 4. Motion was made by Scheller, seconded by Devany, for up to \$6,000 to Marsh Construction for ancillary expenses.
Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent: Erschen.
 5. Motion was made by Scheller, seconded by Henry, for \$8,519 to Barcom for updating alarm system.
Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent: Erschen.
 6. Motion was made by Scheller, seconded by Taake, for up to \$7,600 to Marsh Construction for cabinets, counter and sink in staff area.
Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent:

Erschen.

Scheller said she would send a project vendor summary to all board members showing total expenditures, but the total remodel project was approximately \$516,430. The money had been budgeted, with the difference taken from the investment account. It was mentioned the elevator did not pass inspection and some charges were unavoidable.

Compton expressed appreciation to the Building and Grounds committee members for working on the project and to all board members for volunteering time to assist with completing tasks. Everyone was pleased the project has stayed within budget and that so many of the areas could be renovated to the 30-year-old structure.

- **Programming Committee**

1. It was noted the library director will make decisions on programming cancellations and changes in schedule during the library renovation period. The board agrees with their decisions.

H. Communications

1. Akridge asked that she be allowed to use board discretionary funds to purchase food during a Friends of the Library activity to show appreciation. There was no volunteer banquet this year and the funds are available. Everyone agreed.

I. Old Business

1. **Program Success Formula.** This was approved under the Policy Committee update.
2. **Databases.** As discussed in last month's meeting, through EBSCO, there are 52 databases that are free to the public libraries and schools and will free up some of the library's funds. One of the databases that is not included is the Consumer Report issues, and Cassens recommended the library purchase this database. Currently, issues cannot be read outside of the library, but with this subscription, all patrons will be able to access online.

Motion was made by Scheller, seconded by Compton, for up to \$2,617 to purchase the Consumer Report database through EBSCO.

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

Compton handed out a summary of the Digital Library of Illinois consortium that she recommends we become part of. With this membership:

- a. Patrons would have access to over 66,000 eBooks, 32,000 audio books, 5,000 magazines.
- b. Several helpful features such as delaying holds, getting similar titles, notifying patron, etc. are available.

The library must petition to join the consortium and then, if accepted, the library can join.

Motion was made by Compton, seconded by Henry, to petition the consortium to join and if approved, spend up to \$4,500 for an annual subscription.

Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent: Erschen.

3. **Budget.** Income and Expense worksheets have been sent to board members. These were done at the beginning of June so they were available for review for one month. These are for the 2024-25 budget, which will be reflected in 2025 taxes, and received in 2026. Motion was made by Scheller, seconded by Compton, to approve the budget as presented.

Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent: Erschen.

4. **Maintenance.** Cassens confirmed he discussed the members' concerns with the cleaning crew.

J. New Business

Penworthy Invoice

Motion was made by Scheller, seconded by Henry, for \$2,266.84 to Penworthy for children materials

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

Appropriate Ordinance 24/25-01 Audit Fund

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

Motion was made by Henry, seconded by Devany, to accept Appropriate Ordinance 24/25-01 Audit Fund. Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent: Erschen

Appropriate Ordinance 24/25-02 Building and Equipment Fund

AN ORDINANCE MAKING AN ANNUAL APPROPRIATION FOR THE BUILDING AND EQUIPMENT FUND FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025.

Motion was made by Henry, seconded by Taake, to accept Appropriate Ordinance 24/25-02 Building and Equipment Fund. Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake Absent: Erschen, Scheller

Appropriate Ordinance 24/25-03 General Fund

AN ORDINANCE MAKING AN ANNUAL APPROPRIATION FOR THE GENERAL FUND FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025.

Motion was made by Henry, seconded by Compton, to accept Appropriate Ordinance 24/25-03 General Fund. Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent: Erschen

Appropriate Ordinance 24/25-04 Illinois Municipal Retirement Fund Sch

AN ORDINANCE MAKING AN ANNUAL APPROPRIATION FOR THE ILLINOIS MUNICIPAL RETIREMENT FUND FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025.

Motion was made by Henry, seconded by Devany, to accept Appropriate Ordinance 24/25-04 Illinois Municipal Retirement Fund. Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent: Erschen

Appropriate Ordinance 24/25-05 Insurance Fund

AN ORDINANCE MAKING AN ANNUAL APPROPRIATION FOR INSURANCE FUND FOR TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025.

Motion was made by Henry, seconded by Taake, to accept Appropriate Ordinance 24/25-05 Insurance Fund. Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent: Erschen

Appropriate Ordinance 24/25-06 Social Security Fund

AN ORDINANCE MAKING AN ANNUAL APPROPRIATION FOR THE SOCIAL SECURITY FUND FOR TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025.

Motion was made by Henry, seconded by Compton, to accept Appropriate Ordinance 24/25-06 Social Security Fund. Ayes by roll call: Akridge, Compton, Devany, Henry, Scheller, Taake; Absent: Erschen

Ordinance 24/25-13 Meeting Dates

An ordinance setting forth the time and place of the regular meetings of the Tri-Township Public Library District, Madison County, Illinois. Be it ordained by the Board of Library Trustees of the Tri-Township Public Library District, Madison County, Illinois, that the regular meetings of the Board of Trustees for the Fiscal Year 2024-2025 shall be held in the Board Room of the Tri-Township Public Library District, 209 South Main Street, Troy, Illinois, on the following dates at 7:00 p.m.:

**Regular Meeting Calendar
Tri-Township Public Library District
Fiscal Year July 2024 – June 2025**

July 2, 2024	November 5, 2024	March 4, 2025
August 6, 2024	December 3, 2024	April 1, 2025
September 3, 2024	January 7, 2025	May 6, 2025
October 1, 2024	February 4, 2025	June 3, 2025

Motion was made by Henry, seconded by Taake, to accept Ordinance 24/25-13 Meeting Dates. Ayes: Carried by acclamation; Absent: Erschen

K. Public Participation

Mary Phelan is a library patron and long-time resident of Troy. She is pleased to see the renovations and all the programs the library offers. She commended the staff for everything they do and providing a nice location for all residents. She encouraged that even though a service/program may not be profitable, it may be very important to those few that utilize the service and should be continued. She encouraged the board making sure the staff salaries are competitive. She mentioned the budget and asked that board members ensure that all the budgeted money be spent and not let go. The members asked her if she had suggestions and she emphasized how encouraging before and after renovation pics are and pics from the various programs.

Noelle Rogers reiterated Mary’s comments. She mentioned that in the Bookish Bindings group, paper was made and how that project can be incorporated into more activities and generate more interest. For example, the paper could be used in the Scrappy Junk Journal

Club program and instead of attendees coming to one program, they may be interested in coming to two (or even more.)

The discussion was very positive for all and the board thanked the two attendees for their kind words.

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 9:05 p.m.

Upon returning from closed meeting, Motion was made by Scheller, seconded by Compton, to accept the salary increases as discussed in the closed meeting.

Ayes by roll call: Compton, Devany, Henry, Scheller, Taake; Nay: Akridge; Absent: Erschen

David Cassens, Library Director, submitted his resignation to Akridge and the board members.

M. Adjournment

Motion by Henry, seconded by Compton, to adjourn the meeting at 9:11 p.m.

N. Announcements

Henry reminded all committee chairs to submit detailed items to her in a timely manner prior to the meeting so the information can be included in the agenda and members can review for discussion.