



**Meeting Minutes
Tri-Township Public Library District
Friday, July 19th, 2024
5:00pm Special Meeting
Community Room, Lower Level**

A. Call to Order

The meeting was called to order by President Erschen at 5:00pm.

B. Roll Call

1. Board present: President Michele Erschen, Vice President Mary Ellen Akridge, Treasurer Kathy Scheller, Secretary Dawn Henry, Trustee Linda Taake, Trustee Katie Devany, Trustee Liz Compton

2. Public Present: Library Director David Cassens

3. Input of Agenda Items

-Board-none

-Public-none

C. Approval of Minutes-none

D. Treasurer's Report-none

E. Director's Report-none

F. Maintenance-none

G. Committee Reports/Business

-Finance Committee

1. Illinois Funds has four access options for those on the account. The finance committee recommends that the Library Director and Treasurer have the following access: Financial, Managerial, Inquiry, and Online with the Director being the Principal on the accounts. The committee also recommends Finance Committee members have access to the following: Inquiry and Online for account review.

Motion made by Scheller, seconded by Akridge, to accept recommendation of the Finance Committee for Illinois Funds access.

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

2. The Bank of Hillsboro allows us to assign monthly limits on the credit cards. Director and Finance Committee recommended that the following have credit cards: Director, Treasurer, Youth Librarian, Circulation Manager, and Social Media Manager. After discussion the board decided that it's only necessary for the following to have credit cards: Director, Treasurer, and Youth Librarian. Monthly spending limits were also discussed and set by the Board as follows: Director-\$1500, Treasurer-\$1500, Youth Librarian-\$1000. The credit card account limit is set at \$35,000.

Motion made by Scheller, seconded by Devany to accept Board decision for credit card holders and limits as follows: Director-\$1500, Treasurer-\$1500, Youth Librarian-\$1000,

with a credit limit for the account of \$35,000.

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

-Personnel Committee

1. Motion made by Compton, seconded by Devany to approve the Personnel Committee Meeting Mins of July 12, 2024.

Ayes by acclimation of committee members.

2. Personnel committee informed Board that committee members did their due diligence and much research into finding an Interim Director. After closed meeting discussion, the personnel committee recommends offering the Interim Director position to Elizabeth Fischer, for the period of July 22, 2024 through January 22, 2025 unless otherwise terminated or extended per the contract discussed in closed meeting.

Motion made by Akridge, seconded by Compton to offer the position of Interim Director to Elizabeth Fischer, for the period of July 22, 2024 through January 22, 2024 unless otherwise terminated or extended per the contract.

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

Motion made by Akridge, seconded by Compton to accept contract for Interim Director, including terms discussed in closed meeting.

Ayes by roll call: Akridge, Compton, Erschen, Henry, Schellar, Taake; Devany stepped out for personal reasons at 6:04 and therefore did not vote.

H. Communications-none

I. Old Business-none

J. New Business-none

K. Public Participation-none

L. Closed Meeting

According to Open Meetings Act Section 2 (c) (29), a closed meeting was called to order at 5:41pm and board returned to public meeting at 5:59pm.

Motion was made by Taake, seconded by Compton to go into Closed Meeting at 5:41 pm.

Ayes by acclimation.

Motion was made by Henry, seconded by Taake to go out of Closed Meeting and back into Open Meeting at 5:59pm.

Ayes by acclimation.

M. Adjournment

Motion made by Akridge, seconded by Taake to adjourn meeting at 6:04pm.

Ayes by acclimation.

N. Announcements