



**Meeting Minutes
Tri-Township Public Library District
Tuesday, August 6, 2024
7:00 p.m. Regular Meeting
Main Level**

Documents distributed to attendees:

1. Agenda
2. Statistical usage summaries
3. FY YTD Budget vs Actual
4. Statement of Financial Position
5. Director's report
6. Alyssa's program report
7. Tori's youth report
8. Anya's social media and programming report
9. Social media statistics
10. List of staff tasks during closure

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 Kathy Scheller, Trustee Liz Compton, Trustee Katie Devany, Trustee Linda Taake.
2. Public present: Elizabeth Fischer, Interim Library Director; Karla Brown, Transcriber; Fred Keck, Library District Attorney; Dennis Ashcraft, Troy resident (arrival 7:15)
3. Input of Agenda Items
 - Board: Henry – see Communications
 - Public: None

C. Approval of Minutes

Regular Meeting Minutes of July 2, 2024

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

Closed Meeting July 2, 2024

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

Public Session July 2, 2024

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

Special Meeting July 19, 2024

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

Closed Meeting July 19, 2024

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

PR Meeting July 24, 2024

Motion was made by Akridge, seconded by Henry, to accept the PR meeting minutes as

presented. Ayes by roll call: Akridge, Erschen, Compton, Henry, Taake

D. Treasurer's Report

- The YTD Budget vs Actual report and the Statement of Financial Position reports were reviewed and it was noted the library is in very good standing, Some of the balances were not reconciled to the bank's balances, but that is something that will continue to be worked on and will be completed every month. The conversion to the Bank of Hillsboro continues.
- The Busey Investment Account is reconciled. The board has not needed to use from this account for the building remodeling, but will at a future time, as planned.
- Two tax payments were received totaling approximately \$216,140. One for approximately \$162K was deposited into the Busey bank; the other for approximately \$54K was deposited into the Bank of Hillsboro.
- Compton noted that Fischer should become familiar and confident with the financial aspect of the library. Fischer agreed and said she would like to attend the next Finance Committee meeting.

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- She has been notifying vendors with updated Director contact information.
- A *business* Amazon account has been opened for library use.
- Staff members are completing the revised tasks (included in packet) during the construction closure.
- She is gathering and organizing information for the audit and working on the IPLAR (Illinois Public Library Annual Report) during the closure.
- Henry noted the library's phone system has been turned off during the construction and she asked that social media and newspaper posts be made that explain that patrons can email or contact the library through social media. Staff members can have their personal phones with them during the construction.
- Compton asked Fischer to be thinking about the goal of increasing the adult programs, gathering ideas, and thinking about the delegation of responsibility.
- Only one small printer is available for staff printing during construction.
- As of August 6, the new Facebook page reached 1000 followers. Compton mentioned the Out and About Facebook group administrator has added the new page and will repost the library's announcements.
- Henry asked that Fischer contact the local newspaper editor and develop a working relationship so that announcements and stories can be included in the weekly editions.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**
 1. Nothing to report.
- **Finance Committee**
 1. Updated the Finance Procedure for Bank of Hillsboro and added sections on transfer of new Director and Treasurer. Also added credit card limits. Procedure was sent to board members for review. It was noted the names of the bank should be generic so the procedure does not have to be changed if there is a name change. It was asked that someone verify the wording does not say the Finance Committee Chair *must* be the

- Treasurer. This would allow for flexibility and distribution of responsibilities. Motion was made by Compton, seconded by Akridge, to adapt the financial committee procedure with changes. Ayes: Carried by acclamation.
2. The Treasurer term was discussed. It is stated this is usually a two-year term, but because of the specialization required, it is suggested that it be a four or six year term. This would allow for overlapping members and allow for training. The existing policy reads that it *may* be extended, so no change is necessary. The nomination period would be in April, and it was noted that this would be addressed in the spring.
 3. Budget Clarification: Actual salary total is between 50 to 60 percent of the general fund, which is close to the 60 percent cap. The library would be at 60 percent with all employees at the top of scale. Health Insurance is between 8 and 10 percent and it would be at the 10 percent cap if all eligible employees participated. There should be space in the budget to have these two expenditures fluctuate within the range.

- **Public Relations (PR) Committee**

1. Committee has decided to push the launch of new website back until Sept 14/Grand Reveal. This gives us more time to work on calendar/reservation aspect.
2. The committee is very pleased with the interaction and information provided on social media. Great job.
3. Reiteration that it is necessary to get announcements in the local newspaper. Updates and activities are crucial during this stage: closure, drop off alternatives, programs and new locations.
4. The ribbon cutting and grand reveal is tentatively scheduled for Saturday, September 14. Board members should plan on attending. A meeting regarding the open house and the events will be scheduled soon.
5. Fischer should contact the Chamber of Commerce as an introduction and mention of this event.

- **Policy Committee**

1. Nothing to report

- **Building and Grounds Committee**

1. Decided to use the rubber cove base for all areas to be uniform.
2. Book Drop unit: The existing book drop is damaged and should be replaced. Two sources were investigated, and it was determined that the company who could deliver in time for Grand Reveal would be the go to option. Pictures were sent to the board members showing that it will be wrapped with the library hours, possibly a QR code, and logo. Steel protector posts are available through Uline for around \$200. Motion was made by Akridge, seconded by Henry, to spend no more than \$8,600 for a new drop box providing it can be installed prior to the library reopening on September 14. Ayes by roll call: Akridge, Devany, Erschen, Compton, Henry, Scheller, Taake
3. Progress updates are being sent to all board members.

- **Programming Committee**

1. Need to schedule a meeting in late Sept/early Oct after remodel is complete.

H. Communications

- Henry attended a Spinning Yarns program and was very inspired by the things Compton has done and is doing. Compton is providing guidance, free patterns, and a lovely space to gather. She is also working with her group to put good things out in the community.

They are currently working on making little projects and leaving them around town as an act of kindness with a note to share with Anya/Social Media. The Spinning Yarns group has a private FB group where they can all ask questions, etc when they aren't meeting. Henry was inspired to create one for Junk Journaling.

- Junk Journaling Update: Attendance continues to grow. Henry took inspiration from Compton and started a private FB group for only people who attend, The group is great because we can all share favorite youtubers, ideas, blog posts, etc. One of the attendees did a demo for the group members. We all do junk journaling a little differently but can come together to share techniques, ideas, and supplies. The group has made bookmarks (as well as other things) that will be given out at the circulation desk. Henry hopes to borrow from Compton's ideas of a random act of kindness and will update the board.
- Henry's report generated additional discussion on how these groups are making a difference, helping patrons meet others, learning new skills, and feeling part of a group. Ideas were mentioned where maybe more items could be made and donated, perhaps through Ministries Unlimited and other organizations.

I. Old Business

Nothing to report

J. New Business

- Ordinance 24/25-14 Interim Director Agreement. This is an ordinance for the Interim Director to accept the employment agreement. Motion was made by Henry, seconded by Akridge, to accept the employment agreement within ordinance 24/25-14 Ayes by roll call: Akridge, Devany, Erschen, Compton, Henry, Scheller, Taake
- Closing the Library During Construction. The board was reminded the staff would not be working next week (August 12-16) due to the flooring being installed. The staff will be paid.
- IMRF additions. Fischer has completed IMRF (Illinois Municipal Retirement Fund) training and realizes that a few changes are necessary. She will discuss the costs with the Finance Committee at the committee meeting next week and will present to the board at next month's meeting.
- Electronic Content Consortium Intergovernmental Agreement & Resolution. This is an intergovernmental agreement to join the Illinois Library of Electronic Content Consortium (Libby). Motion was made by Scheller, seconded by Compton, to approve resolution 2024-01 to approve Fischer to sign the consortium agreement. Ayes: Carried by acclamation.

K. Public Participation

Nothing to report.

L. Closed Meeting

Nothing to discuss.

M. Adjournment

Motion by Akridge, seconded by Scheller, to adjourn the meeting at 8:07 p.m.

N. Announcements

None