



Meeting Minutes
Tri-Township Public Library District
Tuesday, September 3, 2024
7:00 p.m. Regular Meeting
First Floor 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
7. Program Notes
8. Social media statistics

A. Call to Order

The meeting was called to order by President Michele Erschen at 7:02 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 (Arr: 7:19)
2. Public present: Elizabeth Fischer, Interim Library Director; Karla Brown, Transcriber
3. Input of Agenda Items
 - Board: Akridge – see New Business
 - Public: Brown – see Public Participation; Fischer – see Director's Report

C. Approval of Minutes

Regular Meeting Minutes of August 6, 2024

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

Grand Reveal Meeting Minutes of August 9, 2024

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

D. Treasurer's Report

- Tax funds are being deposited into the Hillsboro account.
- The transfer from the Busey to the Hillsboro account should be completed soon, with payroll being completed next week. Still waiting for Hillsboro checks. Fischer's name has been added to the Hillsboro account.
- Fischer continues learning about the financial part of the director's responsibility/involvement such as:
 - Forwarding transaction notification of both income and expense items to the bookkeeper. Was suggested that include the word "Income" or "Expense" in the subject for easy filtering and that transaction types be done in separate emails.
 - Getting a monthly backup of the Quickbook files.
 - Learning about who completes the payroll and how it feeds into Quickbooks.
- Compton noted the statements issued are not reconciled with actual deposits and expenses. For example, the Building and Maintenance line item is missing some

payments and will be substantial next month. Fischer noted that with the email trail, specific questions can be reconciled.

- Compton and Scheller explained that funds from the Investment account will be moved to assist with renovation project and will be shown on the Balance Sheet, not the FY YTD Budget vs. Actual report. The equity line item will show the library is in good financial standing.
- Scheller mentioned that Busey bank is undergoing a merger. The investment funds are with Busey.
- Akridge requested, especially during this transition period, that check activity be monitored. Compton said that a monthly vendor report can be generated showing amounts paid to each vendor. It was decided the Finance Committee would incorporate this new review process into their activities and ensure that expenditures are being posted to correct accounts within actual month, overspending is controlled, etc.
- Fischer wants to be included in the Finance Committee meetings, and will send past monthly, detailed reports to the members so that a pattern and basis can be determined.

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- A feature of the library's renovations should be in this week's Times-Tribune edition.
- Libby has been implemented, with lots of good feedback, and Fischer will investigate how to review login/member statistics and how to communicate the library's requests for new materials.
- Anya posted a TikTok video on how to personalize Libby's access and there were 34K views.
- Fischer will complete the application for the Chamber of Commerce ribbon cutting participation on September 14.
- Fischer verified with the board that the Overdrive and Barcom invoices had been approved in previous board meeting and should be paid.
- Fischer read a letter from the Illinois Department of Transportation about sidewalk improvements. Erschen will send library's response.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**

1. Nothing to report

- **Finance Committee**

1. There was a committee meeting on August 12 and Fischer attended. The IMRF employee eligibility has been rectified with increase in expense being required in future budget. Fischer wants to continue to learn more about the IMRF workings.

- **Public Relations (PR) Committee.**

1. Henry has sent board members a link to the new website and asked them to review carefully noting word and link changes and email her immediately of issues. She mentioned that changes are being made every day so please check back and continue working with the site. The calendaring feature is still being developed.
2. All members should plan on attending a special meeting at the library on Friday, September 13, at 4 p.m. to walk through the library and make sure it is ready for the next day's grand reveal. Members should be there at 8:45 a.m. on Saturday. New

name tags will be available, with Erschen coordinating.

- **Policy Committee.**

1. Nothing to report

- **Building and Grounds Committee**

1. Scheller reported there is an electrical issue with the elevator and will be inspected again on Monday, September 9. This is causing some issues with moving heavy items from the lower level to the first level.
2. A summary of what still needs to be done for the renovation was discussed. For some items, there were savings from approved expenditure amounts due to not taking as long as expected, changes in final invoice amounts, and having the board members complete some of the work.
3. There has also been several items identified that were omitted from earlier bids:
 - Motion was made by Henry, seconded by Akridge, to spend up to \$30K to Marsh Construction for last minute plumbing, electrical, wall repair, and venting installations/repairs. Ayes by roll call: Akridge, Devany, Erschen, Compton, Henry, Scheller, Taake
 - Motion was made by Compton, seconded by Devany, to spend up to \$11K to Cricket Moves for moving items back into the library. The original invoice was for moving items out of the library. Ayes by roll call: Akridge, Devany, Erschen, Compton, Henry, Scheller, Taake
 - Motion was made by Scheller, seconded by Taake, to spend up to \$2K to Hi-Tech Electric for elevator update. Ayes by roll call: Akridge, Devany, Erschen, Compton, Henry, Scheller, Taake
4. Erschen spoke for the board members thanking Akridge and Scheller for undertaking such a huge project, volunteering long hours to plan and, actually completing some of the renovation work. Their efforts have not gone unnoticed. It was also mentioned how the staff is having to do responsibilities that are different from their normal job, and it was asked that they continue their positivity and help to get through these next few weeks.

- **Programming Committee**

1. The new Cookbook Club program had four attendees.

H. Communications

Nothing to report

I. Old Business

Nothing to report

J. New Business

Akridge spoke about this being a “New Beginning” with completing the renovations, hiring a new director, introducing new website, etc. She asked the board members to think about how the library can make additional changes to increase/improve the overall public involvement and work towards common goals. Examples include:

- Increasing book inventory
- Adding adult programs
- Expanding social media usage
- Overseeing spending

- Fine tuning director’s job description to ensure it includes the direction the board wants to take
- Connecting with high school students and enlisting teen volunteers
- Etc

Akridge emphasized that by having board direction on these items, the library will be a better place for the community. She asked that members email ideas to her.

In addition, there were brief discussions about ensuring the communication maintains a positive flow, that management and personality styles be considered, and how the board and staff could have professional development session(s) to ensure this “New Beginning” direction.

K. Public Participation

Nothing to report. K Brown mentioned she will not be at the October meeting.

L. Adjournment

Motion by Akridge, seconded by Scheller, to adjourn the meeting at 8:30 p.m.

M. Announcements