



Meeting Minutes
Tri-Township Public Library District
Tuesday, October 1, 2024
7:00 p.m. Regular Meeting
Meeting 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
7. Program Notes
8. Social media statistics

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 Linda Taake.
Absent: Trustee Katie Devany
2. Public present: Elizabeth Fischer, Interim Library Director
3. Input of Agenda Items
 - Board: None
 - Public: None

Erschen made a statement regarding the transition of the website, branding and the building renovation projects. She stated that the board took the lead role in these areas to alleviate the workload of the library director and staff. This temporary arrangement was instrumental in ensuring a successful renovation and rebranding while continuing to provide remote services to our community. Now that the major components of these projects are completed or nearing completion, it is essential that the board transition leadership back to the library director. While there may be a few remaining tasks, it is important to allow the director to take ownership of these areas. By stepping back, the board is demonstrating their trust in her abilities and supporting her role in the library's ongoing operations. Erschen thanked the board members for their cooperation.

C. Approval of Minutes

Regular Meeting Minutes of September 3, 2024

Motion was made by Akridge, seconded by Compton, to accept the regular meeting minutes as amended. Ayes: Carried by acclamation, Absent: Devany

Special Meeting Minutes of September 13, 2024

Motion made by Henry, seconded by Taake, to accept the special meeting minutes as amended. Ayes: Carried by acclamation, Absent: Devany

D. Treasurer's Report

- The switching to Hillsboro Bank for banking is complete.

- The bookkeeper is now using Quickbooks online and Compton will be requesting viewing rights from said bookkeeper.
- Funds and accounts are sound and solvent.

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- Director presented Hoopla Invoice for \$5,983.21.
Motion made by Scheller, seconded by Henry to pay Hoopla invoice for \$5,983.21.
Ayes by roll call: Akridge, Compton, Erschen, Henry, Scheller, Taake; Absent: Devany
- Fischer will see if Kanopy database will issue refund since it is seeing minimal use.
- Fischer has shown great initiative and has started signing up staff for continuing education on several topics. She has also taken board suggestions for a number of topics to ensure continued growth of the library, the collection, and connections with the community.

F. Maintenance

Nothing to report

G. Committee Reports

• **Personnel Committee**

1. Erschen, Fischer, and Akridge met to review and consolidate the Library Director job description and to outline the advertisement for the permanent Library Director job posting. The job posting will be posted by Oct 15th on library related websites, as well as on current website under "About Us > Employment Opportunities".
The committee is meeting to discuss the feasibility of hiring a part-time bookkeeper to free up the library director, allowing them to focus on tasks more central to the library's mission.

• **Finance Committee**

1. They will be meeting to explore more options for investment. The Wealth Management account minimum will not be able to be maintained due to funds that were used for renovations.

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

1. Hoping to finalize the calendar/registration system and have in person training with necessary staff on back end access for website.
2. Henry hopes to have quarterly meetings with admin staff to address any issues, maintain an up-to-date website, and brainstorm PR ideas.

• **Policy Committee.**

1. The committee is recommending a short-term moratorium on weeding of library materials. Akridge and Devany will take a Weeding Webinar and then afterwards, the committee will look at updating Weeding Policy.
Motion was made by Akridge, seconded by Scheller to put a short-term moratorium on weeding. Ayes by acclamation, Absent: Devany

• **Building and Grounds Committee**

1. The committee has an upcoming meeting where they are looking into applying for grants.
2. 4 remaining staff chairs are needed and can be ordered from Bradford Systems.
Motion was made by Scheller, seconded by Akridge to order 4 staff chairs from

- Bradford Systems and pay invoice of \$3,326.00. Ayes by roll call: Akridge, Compton, Erschen, Henry, Scheller, Taake; Absent: Devany
3. Circulation desk drawers are needed and can be ordered from same company that circulation desk was ordered from.
Motion was made by Scheller, seconded by Compton to pay the bid from Bradford Systems for additional circulation desk drawers for \$2,142.00. Ayes by roll call: Akridge, Compton, Erschen, Henry, Scheller, Taake; Absent: Devany
 4. Motion made by Scheller, seconded by Akridge to pay the revised remaining bid from Marsh Construction for unforeseen construction costs totaling \$45,617.27. Ayes by roll call: Akridge, Compton, Erschen, Henry, Scheller, Taake; Absent: Devany
 5. Scheller presented an invoice from Allrise Elevator for reinspection and manual use for movers for \$1,625.00. Motion was made by Henry, seconded by Taake to pay Allrise Elevators invoice of \$1,625.00. Ayes by roll call: Akridge, Compton, Erschen, Henry, Scheller, Taake; Absent: Devany
 6. Scheller informed board that CertaPro was overpaid during renovations and she will contact them about refund.
- **Programming Committee**
 1. Committee will meet November 1st, 2024 @ 12pm with a primary focus on discussing adult programming.

H. Communications

I. Old Business

-Board Ideas for new direction: Akridge presented a compiled list of board members' suggestions/ideas they are interested in seeing the library/staff/board take for the new direction of the library following renovations and updates. Akridge said that almost all ideas and suggestions have already been acted upon, with some still in the process of being implemented. She also reports that she has seen a new level of enthusiasm and engagement from staff and is very encouraged by what she has personally witnessed. All board members present agreed that the initiative shown by all staff since completion of renovations has been a positive step for the library and community.

J. New Business

-AED Downstairs Proposal-Fischer informed board that the library currently only has an AED upstairs and suggests buying one for the downstairs to save time in an emergency. Fischer presented 3 options for buying. The director and board feel this is prudent, as the downstairs level hosts rentals and large gatherings for programming. Motion was made by Erschen, seconded by Scheller to buy the larger AED kit, that includes pads for children, in the amount of \$2,119.00. Ayes by roll call: Akridge, Compton, Erschen, Henry, Scheller, Taake; Absent: Devany

K. Public Participation

L. Adjournment

Motion by Scheller, seconded by Henry, to adjourn the meeting at 8:36 p.m.

M. Announcements

Henry announced she has accepted a full time position at a local law firm.