



Meeting Minutes
Tri-Township Public Library District
Tuesday, January 2026
7:00 p.m. Regular Meeting
Meeting Room, Lower Level

Documents distributed to attendees:

1. Agenda
2. Meeting minutes (November 25, 2025 regular mtg)
3. Financial statements (Balance Sheet, Profit and Loss Report, Budget vs Actual)
4. Director's report
5. State of IL Senate Resolution No. 104 (Trustee Training Requirements – FOIA/OMA)
6. Program activity report (Tori)
7. Outreach activity report (Sierra)
8. Marketing report (Anya)
9. Social media usage summaries

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 Katie Devany, Trustee Lyssa Mascote; Trustee Katie Serrano, Trustee Linda Taake.
Absent: Treasurer Liz Compton
2. Public present: Elizabeth Fischer, Library Director
3. Input of Agenda Items
 - Board: Erschen added an item to the 5-Year Plan Subcommittee Report
 - Public: None

C. Approval of Minutes

Regular Meeting Minutes of November 25, 2025

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

D. Treasurer's Report

- All updated financial reports have been included for the board's review. Nothing further to report.

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- The library has asked for \$4,000 for the Troy Tourism Grant. The grant provides funds for the summer reading kickoff.
- The State has recommended trustees have individual emails where all trustee-related communication is sent for FOIA purposes. Fischer will work to create email addresses.
- A motion was made by Akridge seconded by Taake to broaden the Cards for Kids Act (e.g.: free library card) to all children under the age of 18 in the Triad school-taxing district regardless of income. Ayes by roll call: Akridge, Erschen, Devany, Mascote, Serrano, Taake; Nay: None; Absent: Compton
- A discussion was had regarding how to better market children's programs to increase attendance.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**

Fischer and Akridge reviewed the personnel manual and highlighted a few items to discuss further. More information will be presented at the February meeting.

- **Finance Committee**

No update

- **Policy Committee.**

The updated room reservation policy was distributed for discussion. The updated room reservation policy was also discussed. Both updated documents will be distributed electronically for review to vote on in February.

- **Building and Grounds Committee**

1. Received a quote from H&F Exteriors: Installation + windows = \$42,049.26 (Wincore Windows 7700) This would include replacement and installation for all windows. A recommendation was made by Building and Grounds and seconded by Akridge to accept the H&F bid for up to \$46,000 for Wincore windows. Ayes by roll call: Akridge, Erschen, Devany, Mascote, Serrano, Taake; Nay: None; Absent: Compton
2. Received a quote from Stutz Excavating Inc: Resurfacing/restriping of parking lot = \$42,000. A recommendation was made by Building and Grounds and seconded by Akridge to approve the bid for Stutz Excavating up to \$42,000 for parking lot repaving/restriping. Ayes by roll call: Akridge, Erschen, Devany, Mascote, Serrano, Taake; Nay: None; Absent: Compton
3. The committee is working on installation of cabinets in the new meeting room. A taller baseboard will also be installed in the meeting room in February.
4. The committee reached out to inquire about removal of the garden bed in the middle of the Green Space. They did not hear back from the individual. They are still considering places that will take the pavers.

- **Five-Year Plan Committee**

A reminder of the 2026 goal which is to establish a quiet space and designate a specific quiet time. This is the goal we will be working on to achieve this year.

H. Communications

- Nothing to report

I. Old Business

- Nothing to report

J. New Business

- Nothing to report

K. Public Participation

L. Adjournment

Motion by Akridge, seconded by Mascote, to adjourn the meeting at 8:47p.m.
Ayes: Carried by acclamation

M. Announcements

Follow-up items for next meeting:

- Teen Advisory Board
- Trustees training – FOIA/OMA with new email addresses