



Meeting Minutes
Tri-Township Public Library District
Tuesday, September 23, 2025
7:00 p.m. Regular Meeting
Meeting Room, Lower Level

Documents distributed to attendees:

1. Agenda
2. Meeting minutes
3. Financial statements (Balance Sheet, Profit and Loss Report, Budget vs Actual)
4. Director's report
5. Correspondence from Atty Keck
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, Treasurer Liz Compton, Trustee Lyssa Mascote; Trustee Katie Serrano, Trustee Linda Taake. **Absent:** None
2. Public present: Elizabeth Fischer, Library Director; Karla Brown, Transcriber
3. Input of Agenda Items
 - Board: None
 - Public: None

C. Approval of Minutes

Regular Meeting Minutes of August 26, 2025

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

D. Treasurer's Report

- The library is in very good financial standing.
- Compton noted both Busey accounts are closed.
- Compton noted the Over Budget column on the Budget vs Actuals Report appears to be incorrect. She will investigate, discuss with bookkeeper, and will have it corrected for next month's meeting.

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- Further investigation will be done to address the possibility of serving alcohol at library-sponsored events. There have been a few requests and the board will review/address in a future meeting.
- No further action will be pursued regarding the CertaPro Painting issue.
- Fischer is looking into offering a quiet time at the library. She is gathering information from other libraries on their offerings, success rate, how it was implemented, etc.
- Building and Grounds Committee, along with the Finance Committee, will address updating the facility cameras.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**

1. Nothing to report

- **Finance Committee**

1. Committee met to accept payment of two bills. Fischer explained that the hot spot invoice will be high until the grant is applied and will then be retroactively applied.
2. Compton, Fischer, and the bookkeeper met with the health insurance agent to review the current plan and to see if another option is more feasible. (The current policy premiums have increased approximately 25 percent.) Another option was suggested, but the staff needs to complete a questionnaire to gather information and have a firm premium quoted. It is hoped to have the decision made by October 11 so that payroll deductions can be changed for a November 1 plan start date.
3. Members suggested all insurance rates should be reviewed for next year's budget as rates are increasing overall.

- **Policy Committee.**

1. Devany distributed a policy change summary to the group. She asked that members review the shared document and let the committee know if there are changes. Changes will be voted on in the next meeting.
2. She proposed the following mission statement. Motion was made by Akridge, seconded by Compton, to accept the mission statement as presented. Ayes by roll call: Akridge, Compton, Devany, Erschen, Mascote, Serrano, Taake.

The Tri-Township Public Library District aims to be the heart of the community by improving and enriching the lives of its users through information, education, accessibility, and recreation. It seeks to empower users by providing well-organized and up-to-date collections, access to emerging technologies, friendly service, and a well-trained staff committed to the library vision.

- **Building and Grounds Committee**

1. The committee worked in the green space area and will be meeting with landscaping services to provide upkeep. Pressure washing is needed. Fischer asked if the middle planter could be removed as it interferes with some of the activities.
2. Board was updated with window and roof repair/replacement bids. Members asked questions, primarily about the type of materials being used.
3. A plan will be devised that aligns with the immediate and 5-year items and will be presented at the next meeting.
4. Mascote and Serrano reported on the meeting room updates. The paint color has been determined, and it is hoped the wall painting will be done within the next week or two. Flooring has been ordered with expected installation in October. She presented pictures of the suggested tables and chairs for that room. Motion was made by Serrano, seconded by Devany, to purchase 8 tables, 16 chairs, paint, and other accessories, not to exceed \$5,000. Ayes by roll call: Akridge, Compton, Devany, Erschen, Mascote, Serrano, Taake.

- **Five-Year Plan Committee**

1. The committee will review the 5-year plan on a quarterly basis.
2. Erschen asked Fischer to put the 5-year plan and the updated mission statement on the website.

There were several comments throughout the committee reports on how well the committee structure is working and how members, along with the staff, work collaboratively to achieve the desired goals.

H. Communications

I. Old Business

- Regarding the inside door solution, Fischer will forward the information she has gathered to the Building and Grounds Committee to address a resolution.

J. New Business

Nothing to report

K. Public Participation

L. Adjournment

Motion by Akridge, seconded by Compton, to adjourn the meeting at 8:28 p.m.

Ayes: Carried by acclamation

M. Announcements

Follow-up items for next meeting:

Inside door solution

Camera update