



Meeting Minutes
Tri-Township Public Library District
Tuesday, July 1, 2025
7:00 p.m. Regular Meeting
Meeting Room, Lower Level

Documents distributed to attendees:

1. Agenda
2. Financial statements (Balance Sheet, Profit and Loss Report, Budget vs Actual)
3. Director's report
4. Secretary of State letter announcing grant award (June 27, 2025)
5. Program activity report (Tori)
6. Patron donation and appreciation letter (June 30, 2025)
7. Outreach recap and program notes (Sierra)
8. Social media strategy/content, digital presence, and community engagement (Anyia)
9. Social media usage summaries
10. Building and Maintenance update

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, Treasurer Liz Compton, Trustee Lyssa Mascote; Trustee Katie Serrano. **Absent:** Secretary Katie Devany, Trustee Linda Taake
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 June 3, 2025

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

Special Meeting Minutes of June 17, 2025

Motion was made by Compton, seconded by Akridge, to accept the special meeting minutes as presented. Ayes: Carried by acclamation; Absent: Devany, Taake; Abstain: Serrano

D. Treasurer's Report

- May's reports were included in the packet. All activity is going as planned and the reports are balanced.
- The Building and Maintenance line item shows being over budget, but that is expected due to the library's renovation. Savings was allocated for those expenses as planned.

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- Reminded that individual sexual harassment certification is due July 31.
- She will pursue the CertaPro Painting refund issue with the attorney. It was decided that if the library incurs legal fees, CertaPro should be responsible for paying.
- To assist with the historical and genealogy relocation project, she has been in contact with Storied, a service that works with digitizing documents and has obtained

information that she will share with the two groups. Fischer also reached out to a local genealogical representative to get more understanding of what they want to do. It is now up to the societies to determine and act upon the next step(s), determine how much they want to spend, how much they want to digitize, apply for grants (if applicable), work with the service, etc.

- There were approximately 1,000 people that attended 53 programs in June. There are 656 individuals who signed up for the reading program and they have completed 4,961 books and 230,851 minutes with three more weeks to go. Akridge added that approximately 2,500 patrons attended programs for the combined May and June months. The board members expressed their appreciation to all those involved. Compton mentioned she enjoyed the Candle Painting class. Fischer added that both the Candle Painting and Door Mat Painting classes have been well received, and more classes are scheduled for the fall.
- The staff is actively promoting the 5-year plan community survey and approximately 150 have been completed. It is hoped that number can reach 280 by August 1 deadline.
- Akridge asked if Fischer had statistics on the post card mailing and since the promotion goes into August, Fischer will report on that at the next meeting.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**

1. Nothing to report

- **Finance Committee**

1. A federal grant that was not anticipated has been awarded. This number was not included in the 25-26 fiscal year budget that was approved in last month's meeting, but the committee members reviewed and revised the budget and have recommended minor changes.
Motion was made by Akridge, seconded by Serrano, to accept the amended budget as presented. Ayes by roll call: Akridge, Compton, Erschen, Mascote, Serrano; Absent: Devany, Taake.
2. Compton met with the attorney to review the levy options, Truth in Taxation requirements, etc. for the 26-27 fiscal year. It is expected there will be additional money available because of the increase in property values, not because the rate increased (which has remained constant.) The main areas in which those funds will be allocated are for 1. employee pay raises, 2. building and ground improvements, and 3. additional programming.
3. The Finance Committee has developed a schedule to follow to accomplish the levy requirements and submissions. The public will have the option to participate in the Truth in Taxation meeting 30 minutes prior to the October board meeting. The attorney is planning on attending.

- **Policy Committee.**

1. Nothing to report

- **Building and Grounds Committee**

1. Serrano recapped the committee meeting from June 24 outlining specific exterior and interior projects and estimated completion dates. It is hoped that many of these projects can be completed during the 25-26 fiscal year using already budgeted money.

2. One of the larger projects is renovating the board meeting room into a multi-purpose room to accommodate 20-25 individuals. The intent is to continue use for monthly board meetings, allow the space for other community groups, and to provide a rental area for events for small bridal/baby showers, team meetings, scouting activities, etc. It is hoped these renovations can start October 1 and will take several months to complete. The recommendations include new flooring, tables, chairs, storage, big screen display, etc.
4. To move forward and be ready once the room has been vacated by the historical and genealogy societies, Serrano suggested the committee start getting estimates now for the items listed above. Akridge suggested that at least two bids be obtained for each purchase and the room's décor match/complement the other library areas.
Motion was made by Serrano, seconded by Akridge, to approve flooring solution not to exceed \$10,000 for the meeting room area. Ayes by roll call: Akridge, Compton, Erschen, Mascote, Serrano; Absent: Devany, Taake.
3. Fischer reported she is still addressing the inside door locking issue. Erschen suggested that, if necessary, reach out to another service to fix the issue.

- **Five-Year Plan Committee**

1. There is a committee meeting scheduled for August 12 to review and compile survey results.

H. Communications

Nothing to report

I. Old Business

- Akridge spoke about past communications with the historical and genealogy societies. According to the article in the June 19, 2025 Times Tribune edition, society members thought they had been “blindsided”. Akridge reflected there had been several emails, letters, and face-to-face discussions (at least 4) about the use of the room, needing it for library use, etc. She specifically referred to two instances – 1) a 2023 letter the library sent to the groups asking the contents be condensed and the room be cleaned up so that more activities can utilize the space and 2) an updated policy renaming and establishing the room as a “general” meeting room and removing the historical and genealogy reference was made effective in June 2023. It was mentioned there is a contract (dated May 10, 2000) between the two societies and the library. The library has a copy available for viewing upon request.
- The original date to have all items removed was August 17 and changing that to a later date was taken into consideration by the library board.
Motion was made by Compton to extend the vacate date to September 17, but the motion died for lack of a second.
Serrano, as a member of the Building and Maintenance committee, suggested a September 5 vacate date so the renovation work could begin on the room (as discussed above in the committee report.)
Motion was made by Serrano, seconded by Mascote, to send a letter to the groups agreeing to extend the vacate date to September 5 and failure to do so will revert back to the contract agreement between entities. Erschen will send letter.
Ayes by roll call: Akridge, Compton, Erschen, Mascote, Serrano. Absent: Devany, Taake.
- In summary, Akridge reiterated the importance of always documenting conversations and interactions so there is a paper/information trail, especially with the turnover in representatives on various boards, committees, volunteer groups, etc.

J. New Business

- Hoopla invoice for \$3,237.98. Motion was made by Compton, seconded by Akridge, to pay the Hoopla invoice for \$3,237.98
Ayes by roll call: Akridge, Compton, Erschen, Mascote, Serrano; Absent: Devany, Taake.
- EBSCO invoice for \$2,748.00. Motion was made by Compton, seconded by Mascote, to pay the EBSCO invoice for \$2,748.00
Ayes by roll call: Akridge, Compton, Erschen, Mascote, Serrano; Absent: Devany, Taake.

Serrano asked about upcoming invoices since the next board meeting is not scheduled until the end of August (see Ordinance 25/26-13 Meeting Dates below) and Compton assured the members the Finance Committee would work with Fischer and approve any necessary invoices in the interim.

- **Appropriation Ordinance 25/26-01 Audit Fund**

AN ORDINANCE MAKING AN ANNUAL APPROPRIATION FOR AN AUDIT FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026.

Motion was made by Compton, seconded by Akridge, to accept Appropriate Ordinance 25/26-01 Audit Fund. Ayes by roll call: Akridge, Compton, Erschen, Mascote, Serrano; Absent: Devany, Taake.

- **Appropriation Ordinance 25/26-02 Building and Equipment Fund**

AN ORDINANCE MAKING AN ANNUAL APPROPRIATION FOR THE BUILDING AND EQUIPMENT FUND FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026.

Motion was made by Compton, seconded by Mascote, to accept Appropriate Ordinance 25/26-02 Building and Equipment Fund. Ayes by roll call: Akridge, Compton, Erschen, Mascote, Serrano; Absent: Devany, Taake.

- **Appropriation Ordinance 25/26-03 General Fund**

AN ORDINANCE MAKING AN ANNUAL APPROPRIATION FOR THE GENERAL FUND FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026.

Motion was made by Compton, seconded by Serrano, to accept Appropriate Ordinance 25/26-03 General Fund. Ayes by roll call: Akridge, Compton, Erschen, Mascote, Serrano; Absent: Devany, Taake.

- **Appropriation Ordinance 25/26-04 Illinois Municipal Retirement Fund**

AN ORDINANCE MAKING AN ANNUAL APPROPRIATION FOR THE ILLINOIS MUNICIPAL RETIREMENT FUND FOR THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026.

Motion was made by Compton, seconded by Akridge, to accept Appropriate Ordinance 25/26-04 Illinois Municipal Retirement Fund. Ayes by roll call: Akridge, Compton,

Erschen, Mascote, Serrano; Absent: Devany, Taake.

- **Appropriation Ordinance 25/26-05 Insurance Fund**

AN ORDINANCE MAKING AN ANNUAL APPROPRIATION FOR INSURANCE FUND FOR TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026.

Motion was made by Compton, seconded by Mascote, to accept Appropriate Ordinance 25/26-05 Insurance Fund. Ayes by roll call: Akridge, Compton, Erschen, Mascote, Serrano; Absent: Devany, Taake.

- **Appropriation Ordinance 25/26-06 Social Security Fund**

AN ORDINANCE MAKING AN ANNUAL APPROPRIATION FOR THE SOCIAL SECURITY FUND FOR TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026.

Motion was made by Compton, seconded by Serrano, to accept Appropriate Ordinance 25/26-06 Social Security Fund. Ayes by roll call: Akridge, Compton, Erschen, Mascote, Serran;. Absent: Devany, Taake.

- **Ordinance 25/26-13 Meeting Dates**

An ordinance setting forth the time and place of the regular meetings of the Tri-Township Public Library District, Madison County, Illinois. Be it ordained by the Board of Library Trustees of the Tri-Township Public Library District, Madison County, Illinois, that the regular meetings of the Board of Trustees for the Fiscal Year 2025-2026 shall be held in the Meeting Room of the Tri-Township Public Library District, 209 South Main Street, Troy, Illinois, on the following dates at 7:00 p.m.:

**Regular Meeting Calendar
Tri-Township Public Library District
Fiscal Year July 2025 – June 2026**

July 1, 2025
August 26, 2025
September 23, 2025
October 28, 2025
November 25, 2025
January 27, 2026
February 24, 2026
March 24, 2026
April 28, 2026
May 26, 2026
June 23, 2026

Motion was made by Compton, seconded by Akridge, to accept Appropriate Ordinance 25/26-13 Meeting Dates. Ayes: Carried by acclamation; Absent: Devany, Taake

K. Public Participation

L. Closed Meeting

According to Open Meetings Act Section 2 (c) (29), a closed meeting was called to order at 8:38 p.m. and board returned to public meeting at 9:03 p.m. Upon returning from closed meeting, motion was made by Compton, seconded by Mascote, to accept the salary increases

as discussed in the closed meeting.

Ayes by roll call: Ayes by roll call: Akridge, Compton, Erschen, Mascote, Serrano; Absent: Devany, Taake.

M. Adjournment

Motion by Akridge, seconded by Compton, to adjourn the meeting at 9:06 p.m.

Ayes: Carried by acclamation; Absent: Devany, Taake

N. Announcements

Follow-up items for next meeting:

Sexual Harassment training by July 31

Certapro painting resolution

Post card promotion update

Inside door solution

Closed meeting minute project (Compton/Taake, Aug 19)