



Meeting Minutes
Tri-Township Public Library District
Tuesday, June 3, 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. Program activity report (Tori)
5. Social media strategy/content, digital presence, and community engagement (Anya)
6. Outreach notes (Alyssa)
7. Social media usage summaries, Patron Point metrics

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.
2. Public present: Elizabeth Fischer, Library Director; Karla Brown, Transcriber
3. Input of Agenda Items
 - Board: Compton added board meeting training under Old Business
 - Public: Fischer added personnel change under Director's Report

C. Approval of Minutes

Regular Meeting Minutes of May 6, 2025

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

D. Treasurer's Report

- Starting at 6:30pm, board members were available to address the public's inquiries concerning the budget, which is scheduled for a vote during the board meeting. Handout was provided. There were no questions.
- Motion was made by Compton, seconded Akridge, to accept the budget as presented for the 2025-26 fiscal year (July 1 – June 30).
Ayes by roll call: Akridge, Compton, Erschen, Devany, Mascote, Serrano, Taake
- The presented financial reports are for April as the May reports have not been reconciled.
- The Busey Investment account has been closed with the balance being deposited into Illinois Funds. Compton explained the return on investment with the Busey account was very low due to high monthly charges and were offsetting most of the earnings. In the future, some of the money will be moved from Illinois Funds into the Hillsboro account.

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- The summer reading program kick-off was a huge success with approximately 600 people attending. Compton suggested the board acknowledge the Program Coordinator and staff members. Several ideas were discussed.
Motion was made by Compton, seconded by Devany, to present a \$50 gift card to the

Program Coordinator and doughnuts (or other food) be brought in on a Wednesday for the entire staff, not to exceed \$30. Compton will coordinate for the board.

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

- The Outreach Coordinator has turned in her notice and Fischer presented her recommendation to combine the responsibilities of the Outreach Coordinator (currently full-time) and Program Assistant (currently part-time) creating one full-time position. *See Personnel Committee for more information.*
- Akridge suggested that an article (with picture) be submitted on a routine basis to the Times Tribune showcasing a program, initiative, or some interesting information about the library. This should be done in addition to the program listing that is already being published. All thought it was a good idea and Fischer will take charge.

F. Maintenance

Nothing to report

G. Committee Reports

• **Personnel Committee**

1. Akridge mentioned the Director has staffing responsibility and she and Fischer discussed the proposed changes in combining the job responsibilities of two positions (Program Asst and Outreach Coord) creating one full-time position (Program Asst/Outreach Coord).
2. Fischer noted the Program Asst/Outreach Coord position would not have desk time, and that in the future, a part-time clerk may need to be hired. Many of the current employees have inquired about getting more hours and she will work with them to staff the desk.
3. Serrano inquired about the onboarding and evaluations for the FT position and Fischer explained the staff member is still completing the original onboarding process and the process will go forward with the new title and expectations, but on the same schedule. For the staff member that is leaving, an exit interview will be held in place of the scheduled on-boarding evaluation.
4. Motion was made by Compton, seconded by Devany, to consolidate the two positions into one FT position and hire a PT desk clerk in the future. Ayes by roll call: Akridge, Compton, Erschen, Devany, Mascote, Serrano, Taake
5. Erschen and Akridge completed Fischer's five-month onboarding meeting. The July meeting will complete Fischer's onboarding process.

• **Finance Committee**

1. A June 19 committee meeting is scheduled with the attorney to determine the steps moving forward with the Truth in Taxation meeting/requirements, Ordinances, and Levies.
2. Compton mentioned a July deadline for the submission of the Ordinances to Madison County and an October deadline for submitting the Levies. Between that time, the Truth in Taxation public meeting will be posted and held.

• **Policy Committee.**

1. Nothing to report

• **Building and Grounds Committee**

1. The new cleaning company is doing a good job and is very responsive.
2. Fischer assured the board the green space and weeding were being done, and that a bid was being requested from the current vendor on summer cleanup activity.

3. Serrano asked if groups, such as scout troops, could volunteer their time for special projects such as maintaining the grounds. This should be coordinated with the Building and Grounds committee and would be very much appreciated.

- **Five-Year Plan Committee**

1. Board survey ideas have been collected and merged into one survey that will be launched to the community on June 13–August 1. Erschen will email the survey to members for input before publishing. Access will be available through all social media, QR code, paper copies, bookmark reminders, staff and board member interaction.
2. A staff survey will also be available.
3. Committee members will compile the results, determine the goals, and present to the board in the August meeting.

H. Communications

Nothing to report.

I. Old Business

- As done in the past, Compton suggested members that wanted to complete the training together meet at her house to complete the training in one setting. The Sexual Harassment training must be completed by July, and the other suggested training can be completed later. She will coordinate and ask for individual responses.
- Prior to tonight's meeting, Akridge, as a Friends of the Library member, mentioned that Fischer was asked to contact the vendor regarding the folding partition door in the large meeting room. Earlier, to stabilize the door, a solution had been implemented that includes securing a rod in a floor hole. It is very difficult to lock this door in the hole without getting on the floor and eyeballing the connection. She suggested the hole in the floor be made wider but will leave the recommendation/change to Fischer and the vendor. The expense is not known but she will keep the board informed.

J. New Business

- Hoopla invoice for May for \$3,370.95. Motion was made by Compton, seconded by Taake, to pay the Hoopla invoice for \$3,370.95.
Ayes by roll call: Akridge, Compton, Erschen, Devany, Mascote, Serrano, Taake

K. Public Participation

None

L. Adjournment

Motion by Akridge, seconded by Mascote, to adjourn the meeting at 8:08 p.m.
Ayes: Carried by acclamation

M. Announcements

Devany and Taake will not be at the July 1 meeting.

Follow-up items for next meeting:

Board training (sexual harassment due in July)

Friends of the library logo (continuing)

CertaPro painting (lawyer is addressing)

Outside door solution (continuing)

Closed meeting minute project (Compton and Taake plan to complete August 19)

