



Meeting Minutes
Tri-Township Public Library District
Tuesday, August 26, 2025
7:00 p.m. Regular Meeting
Meeting Room, Lower Level

Documents distributed to attendees:

1. Agenda
2. Meeting minutes (July regular mtg and two 5-year plan committee mtg minutes)
3. Financial statements (Balance Sheet, Profit and Loss Report, Budget vs Actual)
4. Director's report
5. July and August Program activity report (Tori)
6. July and August Outreach activity report (Sierra)
7. July and August Marketing report (Anyia)
8. 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.
2. Public present: Elizabeth Fischer, Library Director; Karla Brown, Transcriber; James Curry, Mary Curry, Kathy Scheller, Pamela Espindola
3. Input of Agenda Items
 - Board: None
 - Public: Old Business -Eagle Scout project review/approval

C. Approval of Minutes

Regular Meeting Minutes of July 1, 2025

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

Five-year Plan Committee Meeting Minutes of August 12, 2025

Motion was made by Compton, seconded by Akridge, to accept the committee meeting minutes as presented. Ayes: Carried by acclamation by committee members

Five-year Plan Committee Meeting Minutes of August 21, 2025

Motion was made by Compton, seconded by Akridge, to accept the committee meeting minutes as presented. Ayes: Carried by acclamation by committee members

D. Treasurer's Report

- Compton reported the new fiscal year has started.
- Noted on the balance sheet the Busey investment account has been closed and the money has been moved to the Illinois funds, and the Busey general fund is being reconciled to a zero balance and will be closed by September 1.
- Work has begun with the auditors and is going well. The auditor has access to the online Quickbooks system which has reduced the number of paper reports. For those reports outside of Quickbooks, Fischer is preparing this year but will pass the responsibilities on to the bookkeeper for future requests.
- Fischer, Compton, and the bookkeeper met for the bookkeeper's six-month review with favorable comments. Compton reiterated how smooth the financial part of the library is

running after bringing the services in-house. She stated the operation was running cleaner, more efficient, and was saving money.

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- Explained how the ADP payroll service was able to assist with bidding out the Workers' Compensation Policy by providing the required information and ADP will be taking over the audit process for that policy with ongoing real-time information instead of having to accumulate once a year. It is part of their service and at no additional cost to the library. It will also save staff time.
- Akridge reported the library participated in a park event with over 1,500 attendees and thought it was an excellent outreach activity.
- The detailed reports from the staff were reviewed and it was noted the wide variety and number of projects, programs, and accomplishments is appreciated.

F. Maintenance

Nothing to report

G. Committee Reports

• Personnel Committee

1. Erschen, Akridge, and Fischer participated in Fischer's annual review. It was recommended that future reviews be completed throughout the year so that comments and suggestions can be considered in a more timely manner.
2. Other employee reviews were completed and Akridge attended those as the Personnel Committee representative. She thought the onboarding process was working well and complimented the staff on being forthcoming with questions/suggestions and how nice it was to hear from the employees.
3. Akridge handed out the Employee Classification policy with suggested change in wording. She explained when the director assigns different hours for coverage, it is on a temporary basis and should not be taken as a long-term assignment. It was thought that by adding the phrase "to temporarily meet PTO needs" would eliminate confusion and expectations. The director has the flexibility to adjust the schedule as needed to ensure coverage.

Motion was made by Akridge, seconded by Compton, to accept the Personnel Committee recommendation to change the policy wording to include the phrase "to temporarily meet PTO needs." Ayes by roll call: Akridge, Compton, Devany, Erschen, Mascote, Serrano, Taake

4. Akridge and Fischer recommended one Circulation Clerk position be changed from working 16 hours one week and 20 hours the next to 20 hours one week and 27 hours the next. This will be a permanent change. Akridge reiterated that Fischer has control over the hours and schedule, there is money budgeted for changes such as this, and Fischer will discuss staffing changes such as this with the board.

Motion was made by Akridge, seconded by Devany to change the hours to 20/27 from 16/20 as a permanent change. Ayes by roll call: Akridge, Compton, Devany, Erschen, Mascote, Serrano, Taake

• Finance Committee

1. Compton reported the Finance Committee had met and approved the payment of Hoopla, Ameren, and Dental Vision invoices during July and August since the board had not met since July 1 (due to changing the meeting to the 4th Tuesday of the

month.)

- **Policy Committee.**

1. Devany reported the policy manual had undergone significant revisions and the 90-page document was available to the board members as a read-only Google document for review. Examples of changes included referring to specific forms instead of including the forms within the document (to aid in making form changes without having to change the policy), removing references for items no longer available, specific organization references, altering some wording within imported documents (such as the Sexual Harassment Policy and the freedom of Information Act) to match the formatting and wording with the rest of the document.
2. Serrano noted information on accessibility was not included and Devany will address. The mission statement will also be reviewed.
3. Once changes and suggestions are addressed, the board will be asked to accept the new version.

- **Building and Grounds Committee**

1. Taake reported it has been difficult to get businesses to return calls to her. She has received one bid for roofing repairs and is seeking a second one.
2. The committee shared paint samples for the meeting room and is in the process of getting bids for flooring, furniture, etc. They want to include the staff in the decisions.
3. Serrano noted appreciation to the Genealogical Society for removing materials from the meeting room according to the deadline.

- **Five-Year Plan Committee**

1. The committee met twice during August to review the 220 survey responses and compose a new 5-year plan based on the previous plan and the new suggestions. Copies were sent to the board members for review.
Motion was made by Erschen, seconded by Akridge, to accept the plan as presented.
Ayes by roll call: Akridge, Compton, Devany, Erschen, Mascote, Serrano, Taake
2. Devany noted each item in the document was titled Goal 1, Goal 2, etc and she suggested in future reporting, these goal titles be mapped to the completed activity. This will make it easier to see that the goals are driving decisions and are being met.

H. Communications

Nothing to report

I. Old Business

- J Curry updated the group on his Fiber Library Eagle Scout project. He gave informational handouts to the members. The box will be approximately 36"x12"x12" and, instead of being in the green space behind the library, it was suggested it be installed in the front of the library for easier access and viewing. A mentor will be assisting him and has construction knowledge. Fischer is to contact utility marking service so that it is completed within 10 days before the September 21 build. Curry hopes to attend the October 28 board meeting to discuss the finished project. Fischer will be the library's representative for signing off on his project.
Motion was made by Compton, seconded by Devany, to accept the approved plan for the Eagle Scout project. Ayes: Carried by acclamation

J. New Business

- Nothing to report

K. Public Participation

- Scheller spoke about the library's green space. She served on the Library Board for 18 years and was involved and spearheaded the green space project in 2013. At that time, she, other board members, and friends spent much time and effort developing that space and included approximately 17 painted bricks, plants, flowers, etc, with much of it being purchased with their own funds. Throughout the years, she took on responsibility to clean up/weed the area and in 2023, she and her group of friends, worked to clean up the area for the 10-year green space celebration. She voiced her disappointment that the area has not been maintained, many of the plants have died, and the painted bricks are not visible due to the weeds. Espindola added that at one time, she noted there had been a liquid spill and there was huge cluster of ants in the area making it impossible to use. Scheller noted she brought this issue up to the board in a prior meeting and asked that if the area was not going to be cleaned up, that she wanted the bricks that she had supplied be returned to her according to the original agreement. She gave the documents that she had prepared to Erschen.
- Fischer acknowledged that in the spring she had contacted a service to help with the weeding process and had not received a response. The person that maintains the outside of the library has done some work.
- M Curry suggested that Scout Troop 38 get involved to fulfill community service hours. J Curry added he would like to be involved.
- Serrano added that although having volunteers assist is welcomed, the board needs to have a long-term maintenance plan in place with the use of volunteers to assist, but not be responsible for maintaining.
- Erschen asked Taake (as Chair of the Building and Grounds Committee) to come up with plan/recommendation, get bids, and report back to board.

L. Adjournment

Motion by Akridge, seconded by Compton, to adjourn the meeting at 8:19 p.m.

Ayes: Carried by acclamation

M. Announcements

Follow-up items for next meeting:

Sexual Harassment board training – to be completed ASAP

Certapro painting resolution

Inside door solution

Utility marking for Eagle Scout Project (Fiber Library) by September 21

Green space solution