



**Meeting Minutes**  
**Tri-Township Public Library District**  
**Tuesday, October 28, 2025**  
**7:00 p.m. Regular Meeting**  
**Meeting Room, Lower Level**

**Documents distributed to attendees:**

1. Agenda
2. Meeting minutes (September 23 regular mtg)
3. Financial statements (Balance Sheet, Profit and Loss Report, Budget vs Actual)
4. Director's report
5. Program activity report (Tori)
6. Marketing report (Anya)
7. Social media usage summaries and examples

**Public Hearing**

From 6:30 – 7 p.m., a public hearing was held for the community to ask questions about the proposed tax levy increase for the Tri-Township Public Library district. Attending:

**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.

**Public present:** Elizabeth Fischer, Library Director; Fred Keck, Library District Attorney, three residents.

Compton, Financial Committee Chair, took the lead, answering questions and providing background information on how the tax levy works, the library's operation, and how the money is allocated. At the end, Keck complimented the board members on their understanding of the levy process and ability to explain the process to the community.

**A. Call to Order**

The regular meeting was called to order by President Michele Erschen at 7:03 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: None
  - Public: None

**C. Approval of Minutes**

**Regular Meeting Minutes of September 28, 2025**

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

**D. Treasurer's Report**

- After much discussion with the insurance representative and staff members completing questionnaires, it was determined the new medical insurance plan that was being considered will not be available under ERISA (Employee Retirement Income Security Act.) The existing Blue Cross/Blue Shield plan was renewed for one year. Next year, Compton hopes to start investigating alternatives during the summer to not rush the

decision. She mentioned because less than 10 staff members participate, options are limited.

- The Over Budget column on the Budget vs. Actuals Report has been corrected.
- Compton mentioned the library is in good standing. Several specific line items were discussed (utilities, program expenditures, etc.)

#### **E. Director's Report**

In addition to the distributed report, Fischer mentioned:

- Explained a new way the library was showcasing programs by categorizing kid, teen, and adult programs on social media to reduce the time a patron spends looking through the upcoming events.
- Serrano asked about the new confirmation process after program registration. Fischer reported it is working, and patrons can confirm by text, email, calling, or coming in. There is usually a waiting list for many programs, and the library wants to make sure as many patrons as possible can attend and enough materials are available.
- Akridge asked about the Friends of the Library brochure. It is being worked on and should be completed soon.
- The Eagle Scout project (Fiber Sharing Box) has been completed and based on the August meeting minutes, the scout was planning to attend this October meeting as a follow-up. Compton mentioned several patrons that were looking forward to utilizing it had mentioned they were disappointed in it, with concerns being that it didn't appear to be durable (especially for the winter months,) it wasn't visible enough (people walk past it without seeing it or knowing what it is,) and it didn't fit in with the library's branding (color scheme.) Being waterproof so that donated items are not ruined was also mentioned. The Building and Grounds Committee will contact him on behalf of the board to request these changes be made.

Members discussed that while volunteering is encouraged, projects that require regular maintenance, such as this one, will be halted until specific project criteria can be identified and a policy is implemented.

#### **F. Maintenance**

Nothing to report

#### **G. Committee Reports**

##### **• Personnel Committee**

1. Akridge reported she visited 20 libraries as part of the October Crawl and gained valuable information on how different libraries operate, what they offer, etc. She recommends staff in-service days (possibly in two, half-day increments) be set up so the library staff can visit similar, local libraries and take advantage of seeing what other libraries are doing. Fischer thought the staff would enjoy this and added that many visit libraries on their own time as they travel, so to be given the opportunity to do it as part of their workday would be welcomed. Akridge will work with Fischer to determine guidelines/checklist of what to look for during these visits and which libraries will be visited.

##### **• Finance Committee**

1. Due to board meetings occurring at the end of the month instead of the beginning month, several invoices are having to be approved by the Finance Committee prior to the board meeting. Compton and Fischer discussed if this was going to be an ongoing problem, and it appears only two invoices could be over the \$1,500 threshold and

would require board approval. The Ameren bill falls into this category for a few months each year (summer); the Hoopla bill requires approval and Fischer researched that if it is paid immediately following the board meeting, it fell within the net 30 grace period without penalty. See *New Business* for October Hoopla invoice.

- **Policy Committee.**

1. Devany reported on allowing alcohol at library events and summarized that additional liability insurance and training that would be required. As an alternative, having the library sponsor events at local businesses where alcohol is already sold will be considered. Several ideas for adult programs were discussed.
2. Compton started the discussion about having the community room available on a Sunday for events such as birthday parties, bridal showers, etc. A resident found the room was not available due to it being reserved for the full day, even though it was not used for the entire time. The discussion then raised questions about obtaining the library key, rental responsibility, rental duration, how far in advance to accept rentals, having rentals when the library is closed, ways more community members could utilize the room, refundable deposits, etc. Taake reported what the committee had found when looking at other libraries. It was agreed that:
  - Fischer would discuss concerns with the party that reserves the room every Sunday
  - It was suggested the room be available on Sunday from 8a.m.-noon and 2–6 p.m. giving time between for cleanup and setup. Four-hour rental would be \$150 with options to extend at \$50/hour not to exceed 8 hours total.
  - Several policies will be written to accommodate all of the changes and will include both the community room and the meeting room. These new policies will be presented at a future meeting.
  - Fischer mentioned she will contact the Fire Marshall to get a capacity number for the meeting room.

- **Building and Grounds Committee**

1. Taake reported the green space has been cleaned up for fall, and spring and summer quotes have been obtained. Fischer would like the cinder blocks removed from the middle of the area to give more room for programs. It was suggested perhaps the park could use the materials and would take them. The committee will reach out to the park and, if not, will get quotes to have them removed.
2. Fischer will work on getting new camera solution with the existing supplier.
3. Inside door locking solution – committee will address and coordinate solution
4. Repaving parking lot – have contacted several for bid and will continue looking
5. Windows – getting one more quote and will then make recommendation
6. Roofing – still getting bids and researching shingle types

## **H. Communications**

Nothing to report

## **I. Old Business**

Nothing to report

## **J. New Business**

- Hoopla invoice for \$3,433.96. Motion was made by Compton, seconded by Devany, to pay the Hoopla invoice for \$3,433.96.  
Ayes by roll call: Akridge, Compton, Devany, Erschen, Mascote, Serrano, Taake

- Levy Ordinances: Each ordinance motion was read by Devany.

### **Levy Ordinance – Audit Fund 25/26 – 07**

#### LEVY ORDINANCE - AUDIT

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

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT:

#### Section 1

That the APPROPRIATION ORDINANCE - AUDIT passed on July 1, 2025 is hereby incorporated by reference.

Motion made by Devany, seconded by Akridge, to accept the Levy Ordinance for Audit Fund 25/26 – 07. Ayes by roll call: Akridge, Compton, Devany, Erschen, Mascote, Serrano, Taake

### **Levy Ordinance – Building and Equipment Fund 25/26 – 08**

#### LEVY ORDINANCE - BUILDING & EQUIPMENT FUND

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

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS, AS FOLLOWS:

#### Section 1

That the APPROPRIATION ORDINANCE - BUILDING AND EQUIPMENT FUND passed on July 1st, 2025 is hereby incorporated by reference.

Motion made by Devany, seconded by Taake, to accept the Levy Ordinance for Building and Equipment Fund 25/26 – 08. Ayes by roll call: Akridge, Compton, Devany, Erschen, Mascote, Serrano, Taake

### **Levy Ordinance – General Fund 25/26 – 09**

#### LEVY ORDINANCE - GENERAL FUND

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

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT:

#### Section 1

That the BUDGET AND APPROPRIATION ORDINANCE passed on July 1, 2025 is hereby incorporated by reference.

Motion made by Devany, seconded by Serrano, to accept the Levy Ordinance for General

Fund 25/26 – 09. Ayes by roll call: Akridge, Compton, Devany, Erschen, Mascote, Serrano, Taake

### **Levy Ordinance – Illinois Municipal Retirement Fund 25/26 – 10**

LEVY ORDINANCE - ILLINOIS MUNICIPAL RETIREMENT FUND

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

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT:

#### **Section 1**

That the APPROPRIATION ORDINANCE - ILLINOIS MUNICIPAL RETIREMENT FUND passed on July 1, 2025 is hereby incorporated by reference.

Motion made by Devany, seconded by Mascote, to accept the Levy Ordinance for Illinois Municipal Retirement Fund 25/26 – 10. Ayes by roll call: Akridge, Compton, Devany, Erschen, Mascote, Serrano, Taake

### **Levy Ordinance – Insurance Fund 25/26 – 11**

LEVY ORDINANCE - INSURANCE FUND

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

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT:

#### **Section 1**

That the APPROPRIATION ORDINANCE - INSURANCE FUND passed on July 1, 2025, is hereby incorporated by reference.

Motion made by Devany, seconded by Compton, to accept the Levy Ordinance for Insurance Fund 25/26 – 11. Ayes by roll call: Akridge, Compton, Devany, Erschen, Mascote, Serrano, Taake

### **Levy Ordinance – Social Security Fund 25/26 – 12**

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LEVY ORDINANCE – SOCIAL SECURITY

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

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT:

#### **Section 1**

That the APPROPRIATION ORDINANCE – SOCIAL SECURITY FUND passed on July 1, 2025, is hereby incorporated by reference.

Motion made by Devany, seconded by Erschen, to accept the Levy Ordinance for Social

Security Fund 25/26 – 12. Ayes by roll call: Akridge, Compton, Devany, Erschen, Mascote, Serrano, Taake

**K. Public Participation**

**L. Adjournment**

Motion by Compton, seconded by Akridge, to adjourn the meeting at 9:09 p.m.

Ayes: Carried by acclamation

**M. Announcements**

Confirmed next meeting is on November 25 and the board will not meet in December.

**Follow-up items for next meeting:**

Fiber Sharing Box update

Friends of the Library brochure

Library lock solution

Camera solution

Parking lot solution

Window replacement

Roof replacement

Rental room policies

Fire Marshall report for meeting room