



**Meeting Minutes**  
**Tri-Township Public Library District**  
**Tuesday, April 28, 2026**  
**7:00 p.m. Regular Meeting**  
**Meeting Room, Lower Level**

**Documents distributed to attendees:**

1. Agenda
2. Meeting minutes (Mar 24 regular, Mar 25 Personnel Committee (two agendas), Apr 14 Five-Year Plan Committee, Apr 17 Finance Committee mtg minutes)
3. Financial statements (Balance Sheet, Profit and Loss Report, Budget vs Actual)
4. Director's report
5. Program activity report (Tori)
6. Outreach activity report (Sierra)
7. Marketing report and statistics (Anya)

**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 March 24**

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

**Personnel Committee Meeting Minutes of March 25**

Motion was made by Compton, seconded by Devany, to accept the meeting minutes for both agendas. Ayes: Carried by acclamation (committee members)

**Five-Year Plan Committee Meeting Minutes of April 14**

Motion was made by Taake, seconded by Akridge, to accept the meeting minutes. Ayes: Carried by acclamation (committee members)

**Finance Committee Meeting Minutes of April 17**

Motion was made by Compton, seconded by Serrano, to accept the meeting minutes. Ayes: Carried by acclamation (committee members)

**D. Treasurer's Report**

- Compton explained some expense items were showing over budget, but that some of the income items were also overstated. She assured the members that anything that is being overspent is being paid for by the additional income received through donations, etc. She specifically explained how some investments had been moved to different accounts to prevent service fees and obtain higher yields, allowing for a better ROI.

**E. Director's Report**

In addition to the distributed report, Fischer mentioned:

- In April, 534 kids, 214 teens, and 782 adults (total 1,530) attended programs with many programs planned for upcoming summer months.
- A new template has been introduced for social media, email newsletter, and website engagement reporting that is very concise and easy to analyze.
- There was a brief, high-level discussion about improving the outreach program by offering a bookmobile. Erschen stated the idea was included as part of Goal 6: Library Expansion of Building and Services in the Five-Year Plan.
- Briefly discussed Fischer's responsibility in the board meetings that had been discussed during a review meeting with a few members and herself. Other members wanted to be brought up-to-date and offered input. Erschen suggested the topic be clarified in another setting and that there had, possibly, been a misunderstanding.

## **F. Maintenance**

Nothing to report

## **G. Committee Reports**

### **• Personnel Committee**

1. Akridge reported she and Fischer had reviewed the personnel manual and all employees have reviewed and signed the agreement.
2. A current employee has moved to the new full-time Marketing Coordinator position, and, at this time, the existing staff will be assuming the remaining circulation hours. The committee has approved the additional hours for those affected and Fischer will be responsible for scheduling.
3. In the past, the staff was given the opportunity to anonymously review the director. This hasn't been done in several years, but Akridge plans to reinstate and implement it so that employees complete this at their 6-month review.

### **• Finance Committee**

1. Compton reported the members are working on finalizing the budget and hope to present it to the board at the May meeting. In March the committee meeting focused on salaries and the April meeting dealt with building and grounds and all other line items.
2. During a previous committee meeting, Compton requested proposed wage increases from Fischer. It was determined the information should first go to the Personnel Committee and then to the board for approval. As Akridge (Personnel Committee chair) is part of the Finance Committee, she will present at the Personnel Committee meeting and then Compton will adjust those line items before the budget is voted on at the May board meeting. In the future, employee reviews will be completed by February, Fischer will pass her recommendation to the Personnel Committee, and the Finance Committee will receive the approved budget numbers from Personnel, making recommendations before going to the board for final approval. Wage increases will be made in July.
3. It was again noted the 2026 raises will be adjusted to be consistent with the prevailing wages in the area. Merit increases will make up, primarily, the increase for the budget category in upcoming years.

### **• Policy Committee.**

1. Nothing

### **• Building and Grounds Committee**

1. Members reported there are several outstanding activities including (but not limiting to): hiring a handyman, completing pressure washing, installing new windows (to be completed soon), fixing columns in front, installing meeting room cabinets, improving signage and building lighting, addressing pergola deterioration. Some of these will depend on next year's budget.

- **Five-Year Plan Committee**

1. The committee met in April and documented six goals (included in the packet.) Erschen noted members plan to meet in October to review/update.
2. Akridge added the director's goals are in alignment with the board's goals and everyone is working towards the same objectives.

## **H. Communications**

### **I. Old Business**

### **J. New Business**

### **K. Public Participation**

### **L. Adjournment**

Motion by Akridge, seconded by Compton, to adjourn the meeting at 7:53 p.m.

Ayes: Carried by acclamation

### **M. Announcements**

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