



Meeting Minutes
Tri-Township Public Library District
Tuesday, May 26, 2026
7:00 p.m. Regular Meeting
Meeting Room, Lower Level

Documents distributed to attendees:

1. Agenda
2. Meeting minutes (April 28 regular meeting and May 7 and May 8 committee meeting 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 (Anya)
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; Secretary Katie Devany, Treasurer Liz Compton, Trustee Lyssa Mascote; Trustee Katie Serrano, Trustee Linda Taake. **Absent:** Vice-President Mary Ellen Akridge (participated in open session via speaker phone at 8:06 p.m. following closed session.)
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 April 28, 2026

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

Personnel Committee Meeting Minutes of May 7, 2026

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

Finance Committee Meeting Minutes of May 8, 2026

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

D. Treasurer's Report

- Compton went over the financial statements. She pointed out the library is in "sound standing" and even though some of the expense items are over budget, there was income that offset and there was no overspending. The additional money is being "used wisely."
- An IMRF (retirement fund) audit has been completed as mandated by the state. No issues were identified except that a resolution form should be on file explaining the funding responsibilities, eligibility, etc. Devany read the prepared resolution which will be filed. Motion was made by Compton, seconded by Erschen, to approve the IMRF resolution. Ayes by roll call: Compton, Erschen, Devany, Mascote, Serrano, Taake; Nay: None;

Absent: Akridge

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- Working with Lazerware, the PCI Compliance Review has been completed and the Policy Committee was given the Information Security Policy for review.
- Fischer outlined the many activities that took place during the month including the high school job fair, First Friday and Farmer Market events, and hosting the networking workshop for the chamber of commerce members.
- The summer reading kick-off event was a huge success with 650-700 people attending. In addition to the kick-off attendance, over 800 patrons attended May programs (with one more week to go.)
- So far, there are 62 programs planned for June and 58 for July.

F. Maintenance

G. Committee Reports

- **Personnel Committee**
 1. Nothing to report in open session.
- **Finance Committee**
 1. The members met and finalized the 2026-27 fiscal year budget. A copy was given to board members for review.
 2. Compton mentioned the Building and Grounds Committee had submitted a wish-list and the items were prioritized and have been included in the budget.
 3. Additional budget topics were covered in the closed session and then the overall 2026-27 budget was voted on at the end of the meeting. See below.
- **Policy Committee.**
 1. Will address the Information Security Policy as listed under the Director's report.
- **Building and Grounds Committee**
 1. Taake reported the new windows will be installed (tentatively) on June 25-26. The vendor has recommended the library be closed on those days. There was some discussion as to if the library could remain open, or at least have curb service, and it was decided that it should be closed due to construction activity and lack of air conditioning. It was also noted there are no programs scheduled for those two days. It was suggested the closure be advertised well in advance. Compton said she had met with the Personnel Committee and proposed the staff members that are scheduled to work the days the library is closed be paid in full (per the personnel manual.)
 - Motion was made by Taake, seconded by Devany, to approve the library closure tentatively on June 25 and 26 to allow for the installation of new windows. Ayes: Carried by acclamation; Absent: Akridge
 - Motion was made by Compton, seconded by Taake, to pay regularly scheduled staff for those two days the library is closed (tentatively planned for June 25-26) per the policy manual. Ayes by roll call: Compton, Erschen, Devany, Mascote, Serrano, Taake; Nay: None; Absent: Akridge
 2. Roof quotes are still valid, and a decision will be made for this next fiscal year.
 3. Cabinets are currently being installed in the meeting room and Friends of the Library are donating a small refrigerator for the area.

4. Other items, such as signage and the pergola options, are still being addressed.

- **Five-Year Plan Committee**

1. Nothing to report

H. Communications

I. Old Business

J. New Business

K. Public Participation

Motion was made by Compton, seconded by Mascote, to close the open meeting at 7:39 p.m. and go into closed session.

L. Closed Meeting

According to Open Meetings Act Section 2 (c) (29), a closed meeting was called to order at 7:40 p.m. and board returned to public meeting at 8:06 p.m.

Akridge remained on speaker phone (from the closed session) to participate in the following:

Motion was made by Compton, seconded by Akridge, to accept the recommendations of the Personal Committee and put into place the salaries and wages for the 2026-27 fiscal year.

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

None; Absent: None

Motion was made by Compton, seconded by Erschen, to accept the recommendation of the Finance Committee and approve the 2026-27 fiscal year budget as presented during the Finance Committee portion of the open meeting.

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

None; Absent: None

M. Adjournment

Motion by Erschen to adjourn the meeting at 8:09 p.m.

Ayes: Carried by acclamation

N. Announcements

Follow-up items for next meeting: