



**Meeting Minutes**  
**Tri-Township Public Library District**  
**Tuesday, May 6, 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; social media statistics (Anyia)
6. Program notes (Alyssa)

**A. Call to Order**

The meeting was called to order by Vice-President Akridge at 7 p.m.

**B. Roll Call**

1. Board present: Vice-President Mary Ellen Akridge, Secretary Katie Devany, Treasurer Liz Compton, Trustee Katie Serrano, Trustee Linda Taake. **Absent:** President Michele Erschen
2. Public present: Elizabeth Fischer, Library Director; Karla Brown, Transcriber; Tyler Rensch, Globe Life; Dawn East and Diana Bauer, Genealogical Society; Lyssa Mascote
3. Input of Agenda Items
  - Board: Added to Old Business – Community Survey, Program Reporting. Added to New Business – Meeting dates for 25-26 fiscal year
  - Public: Genealogical Society update

**Swearing In:**

- **Mascote** was sworn in as the new board trustee; **Devany** was sworn in as a re-elected trustee; **Taake** was sworn in as a re-elected trustee; **Akridge** was sworn in as a re-elected trustee

**Officer elections:**

- (**Devany** was elected **Secretary** in the April meeting.)
- Akridge nominated **Compton**, seconded by Taake, for the **Treasurer** position and Compton accepted. Ayes: Carried by acclamation
- Akridge nominated **Erschen**, seconded by Compton, for the **President** position and Erschen accepted (via email.) Ayes: Carried by acclamation
- Compton nominated **Akridge**, seconded by Devany, for the **Vice-President** position and Akridge accepted. Ayes: Carried by acclamation

**Public Participation (Moved from below)**

East and Bauer updated the board with genealogical society information:

- Documents have been purged and reorganized.
- Starting to work on a project to create bibliographies/indexes/cross references for easier reference and would like to have completed by end of year.
- Looking at involving the community with coloring contest, newspaper features.

- Mentioned they receive inquiries from Iowa, Missouri, and other states looking for family history.
- Discussed the three hanging fabric art pieces that were made using plants from the Riggin family farm.
- Have purchased a tombstone hoist and are working at resetting local cemetery stones, cleaning, preserving, etc.
- Work with Wreaths Across America for veterans. VFW participated with project.

(Bauer and East left meeting after presentation at approximately 7:20 p.m.)

A discussion was held following the update on needing more library space to accommodate staffing and other library needs. It was determined the basement room that is currently being used by two private organizations be reallocated for library use. Fischer will discuss with Erschen and the two organizations will be notified. Motion was made by Compton, seconded by Devany, to pursue this change in room allocation. Ayes by roll call: Akridge, Compton, Devany, Mascote, Serrano, Taake; Absent: Erschen

### **C. Approval of Minutes**

#### **Regular Meeting Minutes of April 1, 2025**

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

There was a brief discussion on the committee assignments and Akridge asked Fischer to make sure the committee membership information is added to the website.

### **D. Treasurer's Report**

- Compton pointed out a few line items in the three reports and noted the library's equity is in good standing, there is nothing unexpected, and all numbers are correct and have been reconciled.
- Akridge added that in order for the library to qualify for some grants, it has to have matching funds available and this is particularly important for planned expansions that will be addressed in the 5-10 year plan.

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

In addition to the distributed report, Fischer mentioned:

- Fischer will be sending emails regarding the required Sexual Harassment Prevention Training for board members. Once account is set up, individuals will have access to other training such as Open Meetings Act (OMA) and Freedom of Information Act (FOIA). Compton suggested all members complete the OMA training to understand the requirements for meetings, such as quorum rules. Akridge briefly explained some of the requirements/limitations for the benefit of the new members and as a review.
- For any training completed, Fischer requests the certification be printed and given to her for retention. Serrano mentioned she had completed Sexual Harassment training through work and asked if including that certificate was acceptable. Fischer agreed it was.
- For the line item regarding the Friends of the Library Brochure (social media report), Akridge mentioned there are a few questions about using/modifying the library's logo and directed Erschen and Fischer to address.
- After reviewing the director and staff reports, members expressed their excitement with having more community involvement and offerings and asked Fischer to extend their appreciation to the staff.

## **F. Maintenance**

Nothing to report

## **G. Committee Reports**

### **• Personnel Committee**

1. Updated job descriptions for two full-time positions (Outreach Coordinator and Program Coordinator/Youth Services) were emailed to members for review prior to the meeting. Motion was made by Akridge, seconded by Compton, to accept the updated descriptions as presented. Ayes: Carried by acclamation; Absent: Erschen
2. A new employee personnel evaluation form was emailed to members for review prior to the meeting. Motion was made by Akridge, seconded by Devany, to accept the form as presented. Ayes: Carried by acclamation; Absent: Erschen

### **• Finance Committee**

1. Compton updated the group on the three-step process that was discussed in April's meeting for preparing finances for the next fiscal year. The budget is being finalized and is expected to be presented at the June board meeting.
2. She will be involving the library attorney (Fred Keck) to meet with the Finance Committee to guide them on remaining activities including the Truth and Taxation meeting.

### **• Policy Committee.**

1. Nothing to report

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

1. Cleaning bids have been received and the committee, along with Fischer, are recommending contracting with Buildingstars. Fischer has contacted several other libraries and received favorable recommendations. The two bids are for cleaning four times per week at \$1,750 and five times per week at \$2,091. Fischer recommended the contract be for five days/week because of the increase in programs and library usage. Fischer was finalizing a few details, such as supplying cleaning materials and how unique and/or special requests be added to the agreement. Motion was made by Taake, seconded by Serrano, to accept the five times/week contract with a monthly cost of \$2,091. Ayes by roll call: Akridge, Compton, Devany, Mascote, Serrano, Taake; Absent: Erschen

It was mentioned this should start as soon as possible, as the past cleaning service left April 23 and the staff has been filling in. It was mentioned the board appreciates the staff's efforts and that, at times, they may still have to do similar work because of the increased usage, scheduling, etc.

2. Certapro Painting overpayment. Fischer reported the library attorney sent a letter to the company and was waiting for a response.
3. Akridge gave an update on the parking lot handicap sign. A hole will need to be dug, utility lines identified etc. Progress is being made.
4. The committee is still working on solutions for the outside front doors to make them more accessible.

## **H. Communications**

1. Nothing to report

## **I. Old Business**

1. Akridge handed out board member suggestions that she had gathered regarding the community survey as well as a copy of the last 5-10 year plan objectives and accomplishments. Erschen and committee members will consolidate. Staff will be represented in the committee and Akridge has reached out to Erschen about conducting a staff survey.
2. Akridge reminded everyone about members attending programs and then doing a short report back to the board. She attended Compton's tablescape event and thought it was well received and attendees got many good ideas. Some had shared pictures of their attempts once they got home. The timing was great as it was just prior to the Easter holiday.
3. Erschen had prepared and sent to the members her ideas on determining the success of the Patron Point and Every Door Direct Mail (EDDM) activity.

## **J. New Business**

1. Hoopla invoice for April for \$3,326.08. Motion was made by Compton, seconded by Akridge, to pay the Hoopla invoice for \$3,326.08.  
Ayes by roll call: Akridge, Compton, Devany, Mascote, Serrano, Taake; Absent: Erschen
2. Akridge asked for volunteers to research the closed meeting minutes to determine if they can be moved to open status. Fischer has a folder of past minutes in this category. Compton and Taake volunteered with anticipated completion in August. A list of changes will be brought to the board meeting for approval at that time.
3. There was a brief health insurance update by T Rensch providing participation involvement.
4. Akridge and Fischer will work on the timing and notification activity for changing the board meetings from the first Tuesday of the month to the fourth Tuesday for the next fiscal year. If necessary, Fischer will check with the attorney on requirements.

## **K. Public Participation**

1. Moved to beginning of meeting. See above.

## **L. Adjournment**

Motion by Compton, seconded by Devany, to adjourn the meeting at 8:33 p.m.  
Ayes: Carried by acclamation

## **M. Announcements**

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

Committee member information added to website  
Required board member training  
Friends of the library logo usage  
Certapro Painting refund  
Handicap sign  
Outside door solution  
Closed meeting minute project  
Room allocation