



Meeting Minutes
Tri-Township Public Library District
Tuesday, November 25, 2025
7:00 p.m. Regular Meeting
Meeting Room, Lower Level

Documents distributed to attendees:

1. Agenda
2. Meeting minutes (Oct 28, 2025 regular mtg)
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 two news releases (Anya)
8. Social media usage summaries

A. Call to Order

The 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, **Absent:** Trustee Linda Taake
2. Public present: Elizabeth Fischer, Library Director; Karla Brown, Transcriber
3. Input of Agenda Items
 - Board: Compton added Teen Advisory Board discussion (under New Business), Akridge added a closed session at end of meeting
 - Public: None

C. Approval of Minutes

Regular Meeting Minutes of October 28, 2025

Motion was made by Akridge, seconded by Devany, to accept the regular meeting minutes as amended. Action item was removed under Director's report. Ayes: Carried by acclamation; Absent: Taake.

D. Treasurer's Report

- Compton reiterated how successful it has been to bring the accounting process in-house and hire a part-time bookkeeper. Gave an example of an account balance issue and the bookkeeper was able to log into the QuickBooks app, identify the problem, and solve within minutes. Fischer added that staff member, Tori, was interested in knowing YTD programming balance and it was nice to reference updated totals, versus looking at a report that is several months behind as was the case in the past.
- Compton reported the audit is still in progress, but the auditor can also log into the QuickBooks system to review the library's balances and can often get the answers he needs to continue. Fischer said the number of emails she has received from the auditor is a fraction of what it has been in the past. Compton added this year's audit is still dealing with past year's issues, but "we are heading in the right direction."

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- Discussed what kind of marketing tools can be used to advertise the library's offerings. Akridge mentioned that many seniors do not access social media and were disappointed in not knowing about the library's Veterans Day lunch. Several ideas were identified, which Fischer will discuss with Tori.
- Compton reported she recently hosted a tablescaping program and participants were there from Troy, Granite City, Glen Carbon, Maryville, and North Carolina. She praised the director, staff, and board for everything they do for the library.
- Fischer showed the new patron package that is given when signing up for a new library card.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**

1. Akridge suggested in early 2026 the board look into possibly hiring another part-time staff member and/or intern. Nothing else to report.

- **Finance Committee**

1. Nothing to report; committee did not meet this month.

- **Policy Committee.**

1. Devany handed out a revised room rental agreement for review. Several changes were identified which Devany will make in December and will forward the revised version to members for approval. The new agreement/policy will go into effect January 1, 2026. Fischer will discuss these changes with the church that currently meets in the library.
2. Fischer noted the estimated occupancy numbers for the rooms may change from what is noted in the agreement. She has contacted the local fire department for clarification of these numbers. She will let Devany know when she gets the information.
3. The room rental discussion led to how rooms are secured and it was determined that several room locks should be changed so that one key opens certain rooms, some rooms secured with a new, different key, etc. See Building and Grounds Committee for more information.

- **Building and Grounds Committee**

1. Mascote went over the camera quote for 26 new cameras within the library (24 replacements and 2 new). The entire system needs upgrading. Price for the camera installation is \$8,556 including all hardware and software, with the current monthly charge increasing by \$5.

Motion was made by Mascote, seconded by Compton, to have the George Alarm Company install 26 new cameras at the cost of \$8,556 and the additional \$5 increase to the existing monthly bill. Ayes by roll call: Akridge, Compton, Erschen, Devany, Mascote, Serrano; Absent: Taake

2. Mascote reported on the conversations she had with two locksmiths for securing the inside door on the first floor. The primary issue for the inside door is that, for one solution, drilling is required into the floor; however, another solution was suggested and can be done without drilling. As additional rekeying work was identified during the policy portion of the meeting, Mascote will contact the locksmith for a more detailed quote adding the additional items.

Motion was made by Akridge, seconded by Serrano, to hire a locksmith to install the

inside door mechanism (as the Building and Grounds members see fit) as well as the rekeying of three room doors not to exceed \$2,000. Ayes by roll call: Akridge, Compton, Erschen, Devany, Mascote, Serrano; Absent: Taake

H. Communications

Nothing to report

I. Old Business

- Nothing to report

J. New Business

- Compton suggested the library consider having a Teen Advisory Board. She modeled her suggestion from another library where the director worked with the high school librarian and interested teens. Volunteer hours could be given for attending a monthly meeting as well as working within the library. Akridge mentioned this had been looked into several years ago, but perhaps this time, with the new offerings and staffing, it could be very successful. Fischer will contact the high school.
- Hoopla invoice for \$3,207.82. Motion was made by Compton, seconded by Akridge, to pay the October Hoopla invoice for \$3,207.82.
Ayes by roll call: Akridge, Compton, Erschen, Devany, Mascote, Serrano; Absent: Taake
- As the board will not meet in December, any bills that require approval will be forwarded to the board members for online approval.

K. Public Participation

L. Closed Meeting

Motion by Compton, seconded by Devany, to go into closed session at 8:52 p.m.
Ayes: Carried by acclamation

According to Open Meetings Act Section 2 (c) (29), a closed meeting was called to order at 8:52 p.m. and board returned to public meeting at 9:07 p.m.

Upon returning from closed meeting, motion was made by Devany, seconded by Compton, to give Christmas gifts to the staff as discussed in the closed meeting. Ayes by roll call:
Akridge, Compton, Erschen, Devany, Mascote, Serrano; Absent: Taake

M. Adjournment

Motion by Akridge, seconded by Mascote, to adjourn the meeting at 9:09 p.m.
Ayes: Carried by acclamation

N. Announcements

No December board meeting

Follow-up items for next meeting:

Library lock solution (in progress)

Parking lot solution (2026)

Window replacement (2026)

Roof replacement (2026)

Room rental policy/agreement (December)

Occupancy information for meeting room and green space (December)

Teen advisory board