



**Meeting Minutes**  
**Tri-Township Public Library District**  
**Tuesday, February 24, 2026**  
**7:00 p.m. Regular Meeting**  
**Meeting Room, Lower Level**

**Documents distributed to attendees:**

1. Agenda
2. Meeting minutes (January 27, 2026 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 (Anya)
8. Social media monthly usage summaries

**A. Call to Order**

The meeting was called to order by President Michele Erschen at 7:04 p.m.

**B. Roll Call**

1. Board present: President Michele Erschen; Vice-President Mary Ellen Akridge, Secretary Katie Devany, Trustee Lyssa Mascote; Trustee Katie Serrano, Trustee Linda Taake.  
**Absent:** Treasurer Liz Compton
2. Public present: Elizabeth Fischer, Library Director
3. Input of Agenda Items
  - Board: Akridge added an item for closed meeting
  - Public: None

**C. Approval of Minutes**

**Regular Meeting Minutes of January 27, 2026**

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

**D. Treasurer's Report**

- No discussion

**E. Director's Report**

In addition to the distributed report, Fischer mentioned:

- Motion was made by Akridge and seconded by Serrano to close the library on April 10 so staff can attend the Reaching Forward South conference. Ayes: Carried by acclamation
- Request was made by Fischer for approval of Hoopla invoice for January in the amount of \$3,856.65. Motion was made by Serrano and seconded by Mascote.  
Ayes by roll call: Akridge, Erschen, Devany, Mascote, Serrano, Taake; Nay: None  
Absent: Compton
- Emails have been sent out to organizations who are members of the chamber re

**F. Maintenance**

Nothing to report

## **G. Committee Reports**

- **Personnel Committee**

1. Hiring for a part-time replacement for circulation clerk who has given their two-week notice. The job description and application will be posted.
2. The committee has recommended creating a part-time position (18 hours) to provide additional time off desk for the marketing coordinator to focus solely on marketing. This new position would cover 14 hours of desk time as well as 4 additional hours to assist the marketing coordinator. The position would primarily involve working the circulation desk. The personnel committee will work with the marketing coordinator to identify specific, quantifiable metrics to determine both what the new position will entail as well as what outcomes might be expected. A motion was made Akridge and seconded by Taake. The vote was tabled until salary can be discussed during the closed meeting.
3. An updated job description for the circulation/assistant marketing coordinator was presented for discussion. The vote will be tabled until after the closed meeting.
4. Updated language to the current dress code policy were presented for discussion. Motion was made by Akridge and seconded by Mascote to accept the updated 2026 dress code as presented. Ayes: Carried by acclamation
5. The performance and development review form was distributed for discussion. This form is used during annual staff performance reviews. A motion was made by Akridge and seconded by Serrano to approve the performance and development form for use during staff reviews. Ayes: Carried by acclamation

- **Finance Committee**

No updates

- **Policy Committee.**

A motion was made by Akridge and seconded by Taake to accept the changes to the Room Rental and Room Reservation Policies as presented. Ayes: Carried by acclamation

- **Building and Grounds Committee**

1. The deposit was paid to replace the windows. A start date has not yet been confirmed.
2. The parking lot will be resealed on April 10 (tentatively).
3. A motion was made by Akridge and seconded by Devany to accept a bid from Hickory Street Cabinets for up to \$3700 for the purchase and installation of cabinetry in the new meeting room.
4. The committee is trying to dispose of the cement blocks from the oval retaining wall in the middle of the Green Space. Multiple avenues have been discussed but we have not yet found someone to take them. The committee is still working on a solution.

- **Five-Year Plan Committee**

Installed noise dampening clouds over children's area to align with strategic goal to reduce noise.

## **H. Communications**

None

## **I. Old Business**

None

**J. New Business**

None

**K. Public Participation**

**L. Closed Meeting**

A motion was made by Akridge and second by Mascote to move into closed session. Ayes:  
Carried by acclamation.

According to Open Meetings Act Section 2 (c) (29), subsection (1) a closed meeting was called to order at 8:02p.m. and board returned to public meeting at 8:17p.m.

Upon returning from closed meeting, Motion was made by Akridge, seconded by Devany, to approve the Circulation Clerk/Marketing Assistant Position at the salary discussed.

Ayes by roll call: Akridge, Erschen, Devany, Mascote, Serrano, Taake; Nay: None; Absent: Compton

A motion was made by Erschen and seconded by Taake to approve up to three additional hours per week for a circulation clerk at the current salary rate.

Ayes by roll call: None; Nay: Akridge, Devany, Erschen, Mascote; Abstain: Serrano, Taake; Absent: Compton – Motion fails

**M. Adjournment**

Motion by Akridge, seconded by Mascote, to adjourn the meeting at 8:23 p.m.

Ayes: Carried by acclamation

**N. Announcements**

**Follow-up items for next meeting: None**