



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

Documents distributed to attendees:

1. Agenda
2. Meeting minutes (Feb 24 regular, Mar 6 Finance Committee, and Mar 10 Personnel 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 (Anya)
8. Social media usage summaries

A. Call to Order

The meeting was called to order by President Michele Erschen at 7:02 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 February 24

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

Finance Committee Meeting Minutes of March 6

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

Personnel Committee Meeting Minutes of March 10

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

D. Treasurer's Report

- Compton reported the audit was completed and the auditor finalized the adjusting entries. In the past, the auditor would provide the entries to the former accounting service whom would enter them for the library. However, now that the accounting services are completed in-house, the auditor was able to complete his recommended adjusting entries and verify balances directly. Again, it was noted the new accounting process and procedures that have been completed within the last year have proven beneficial.
- Compton also reiterated there have been checks and balances put in place where, between the finance committee members, the bookkeeper, and the library director, along with the auditor, there are "eyes on everything" and the library is still in a "strong standing."

- She explained that some cash was moved between the holding and building fund asset accounts to clarify the available funds for different project areas.

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- Several speaking engagements for local groups outlining the library offerings were completed.
- New trustee emails have been created and will be used for all library correspondence.
- Summer reading program is gearing up for May 23 kickoff.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**

1. The personnel committee was charged by the board with developing metrics for the full-time marketing coordinator position, library director, program coordinator, and cataloger. These metrics enable key players in the library to have ownership of their responsibilities, better collaborate with the board and other employees, and ensure that all staff and board members are on the same page.
2. There was a lengthy discussion on determining when the library should be closed due to inclement weather. It was determined the library director and the board president will make the final decision, taking into consideration the Triad School District inclement weather decision. Further discussion was tabled as to library staffing and employee pay for when the library is closed. The current closing policy for inclement weather will stay in effect for now.

- **Finance Committee**

1. The committee met to discuss budgeting salaries and wages for staff members. The committee wants to continue raising base rates to be consistent with the prevailing wages in the area. Once these base increases have been completed, merit increases will make up, primarily, the increase for that budget category.
2. Another budget meeting is planned for April to discuss non-compensation areas such as building and grounds. Once that is completed, there will be an ordinance meeting, the ordinances will be voted on, and the paperwork will be submitted to the county in June.

- **Policy Committee.**

1. Nothing

- **Building and Grounds Committee**

1. Serrano reported that members have a list of building and ground items they are addressing. Several items include new roof, window replacement, green area update, parking lot resurfacing (to be completed soon), signage update, etc. They plan to meet with different suppliers within the next few weeks to get estimates. Once the budget has been approved, the members will bring a more detailed list and schedule to the board.

- **Five-Year Plan Committee**

1. Plan to meet in April.

H. Communications

I. Old Business

J. New Business

K. Public Participation

L. Adjournment

Motion by Akridge, seconded by Compton, to adjourn the meeting at 8:11 p.m.

Ayes: Carried by acclamation

M. Announcements

Follow-up items for next meeting: