



Meeting Minutes
Tri-Township Public Library District
Tuesday, September 22, 2026
7:00 p.m. Regular Meeting
Meeting Room, Lower Level

Documents distributed to attendees:

1. Agenda
2. Meeting minutes (August 25 regular mtg)
3. Financial statements (Balance Sheet, Profit and Loss Report, Budget vs Actual)
4. Director's report
5. Outreach and program activity report (Sierra)
6. Marketing report (Anya)
7. Social media usage summaries, summer reading survey results

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; 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 August 25

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

D. Treasurer's Report

- Compton reported the library remains in good standing and reiterated the budget column in the Budget vs Actuals report is YTD and equals the levy totals.

E. Director's Report

In addition to the distributed report, Fischer mentioned:

- Calculated library statistics for FY 25/26 and reported positive comparisons from the previous year. Number of registered users, number of collection items, number of loaned items etc. were analyzed. The increase in these areas was very encouraging and Erschen suggested that a press release be drafted explaining these areas to show how the library is growing and the community is utilizing the services.
- Fischer also explained how some of the statistics fulfilled the goals the board had set for her and the staff.
- Erschen suggested that each month the staff compare the previous month's social media statistics with the current statistics to identify trend changes.
- Members discussed how the new plan was working where patrons that sign up for programs confirm their reservation and failure to do so results in a 30-day pause for registering for other programs. Fischer reported there is a "balancing act" to ensure the programs are available to as many patrons as possible and it is taking some adjustments.

There were several suggestions by board members and Fischer confirmed the staff had many of the same suggestions and thoughts, and they would be trying new ideas to solve the issues.

F. Maintenance

Nothing to report

G. Committee Reports

- **Personnel Committee**

1. To take advantage of the October Library Crawl activity, Akridge suggested all staff be allowed to visit area libraries during working hours. As scheduling will be an issue, she asked the board to consider closing the library on October 22 from 9 a.m. to 1 p.m. to allow everyone to participate. Fischer said she plans to discuss this opportunity with the staff at the September staff meeting and assign libraries to each person to ensure a wide variety of visits. During the October 30 staff meeting, each staff member will be required to report findings and explain how the ideas can be implemented, if applicable.

Motion was made by Akridge, seconded by Compton, to close the library on October 22 from 9 a.m. to 1 p.m. with regular afternoon and evening hours continuing for the rest of the day. Ayes: Carried by acclamation

- **Finance Committee**

1. The committee members met electronically to approve invoices.

- **Policy Committee.**

1. Nothing to report

- **Building and Grounds Committee**

1. Taake presented the three bids for the new roof. There were several questions regarding each bid. Fischer will work with company to address the schedule, shingle color options, library closing, dumpster and delivery locations (should be limited to side streets), etc. Motion was made by Taake, seconded by Mascote, to accept the bid from H & F Exteriors not to exceed \$45,000. Ayes by roll call: Akridge, Compton, Erschen, Devany, Mascote, Serrano, Taake; Nay: None; Absent: None
2. Members were meeting for a signage demonstration (September 23)
3. Other outstanding projects include bench alternatives for front of building, pergola removal (Jan update), and permanent lighting solutions.

H. Communications

I. Old Business

J. New Business

K. Public Participation

L. Adjournment

Motion by Akridge, seconded by Devany, to adjourn the meeting at 7:42 p.m.

Ayes: Carried by acclamation

M. Announcements

Erschen reminded the Five-Year Plan Committee members there is a meeting on October 14 at 5:30 p.m.