

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OFF-SITE ELECTRONIC MEETING
JULY 13, 2020**

PRESENT: Vice-President Aimee Miller, Treasurer Stephanie Butler, Secretary Kelly Gagne, Trustees Phil Albano and Heidi Casburn, and Library Director Emily Hoffman.

PRESENT ON SITE: President David Burroughs

ABSENT: Trustee Elizabeth Olson

ALSO PRESENT: Staff Members Tim Fitzpatrick, Karen Flamand, Suzann Gemini, Kathleen Hansen, Dwayne Nelson, Kathy Semrick; Friends of the Library President Joan Hansen.

I. CALL TO ORDER

President Burroughs called the Regular Meeting of the Board of Trustees of the Town and Country Public Library District to order at 7:24 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All were present except Trustee Olson.

III. ADDITIONS TO THE AGENDA

None.

IV. ADOPTION OF THE AGENDA

Treasurer Butler moved to **adopt the agenda as amended.** Trustee Casburn seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Olson

ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Regular Session of the Regular Meeting on June 8, 2020, were discussed.

Vice-President Miller moved to **approve the Regular Session Minutes of June 8, 2020, as written.** Trustee Casburn seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Olson

ABSTAIN: Albano

MOTION CARRIED

VI. PUBLIC COMMENT

None.

VII. FRIENDS OF THE LIBRARY

The Friends has re-opened the Book Nook using an honor system for payment to avoid having Staff handle cash money. Director Hoffman will discuss the timing and quarantine procedures for accepting donations, which are still discouraged at this time.

VIII. TREASURER'S REPORT

At the end of the fiscal year, Real Estate Taxes received in June totaled \$476,487.56. A Memorial gift was received in the amount of \$2,120.00 for the Heritage Center. Expenditures were up in June, much of which went towards purchasing of Personal Protective Equipment and cleaning supplies. Treasurer Butler advised the Board there was \$661,291.27 cash on hand on June 30, 2020. Treasurer Butler **moved to approve the Treasurer's Report for June 2020, and to enter the trial balance ending June 30, 2020, into the public record.** Trustee Casburn seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Olson

ABSTAIN: NONE

MOTION CARRIED

IX. REVIEW AND APPROVE WORKING BUDGET FOR FY 2020-2021

The working budget for FY 2020-2021 was discussed. The sustained efforts by the Library Staff to reduce expenditures are improving the Library's projected long term fiscal status. The working budget for FY 2020-2021 reflects continuation of the efforts with the goal of rebuilding the Library's financial buffer. Minor changes to the working budget will be made to reflect the Cash On Hand starting balance of \$106,000 for the Fiscal Year and shifting of \$500.00 from Adult Audio Visual to Adult Programming.

Trustee Albano **moved to approve the Library's Working Budget for FY 2020-2021.** Vice-President Miller seconded the motion.

ROLL CALL VOTE:

AYES:	Albano	Burroughs
	Butler	Casburn
	Gagne	Miller
NAYS:	NONE	
ABSENT:	Olson	ABSTAIN: NONE

MOTION CARRIED

X. LIBRARY DIRECTOR'S REPORT

The Library Director's report was reviewed, including the following topics:
General:

- IPLAR work is well underway in advance of the September deadline.

Staff & Volunteers:

- All staff have been involved in discussing the details of the current phase of re-opening.
- Staff are asked to do a daily Coronavirus self-assessment online prior to heading to the Library before every shift.

Building:

- The July 6th opening week included approximately 200 patron visits to the Library. There was very minimal interest in curbside service. Computer and copier usage was low. Over 700 items were checked out.
- The Library will continue to assess the re-opening plan and respond to updated recommendations and information from the state of Illinois and RAILS. Staff and Patron safety is the top priority and all decisions regarding reopening will be made with this in mind.

Programming:

- At the end of June, about 250 patrons are signed up for the virtual summer reading, which started on June 5th for all patrons and staff.

Community & Outreach:

- The library is starting a new service of personalized "Binge" boxes for patrons this month.

Collection:

- SWAN database package will go live this month, providing access to 21 databases, including several new titles.
- Per Capita and Erickson grant monies have been spent this FY for new materials.

AYES: ALL **NAYS: NONE**
ABSENT: Olson **ABSTAIN: NONE**

MOTION CARRIED

Treasurer Butler moved to **approve the Executive Session minutes of the Regular meetings of June 8, 2020, as written.** Vice-President Miller seconded the motion.

AYES: ALL **NAYS: NONE**
ABSENT: Olson **ABSTAIN: Albano**

MOTION CARRIED

XVI. OLD BUSINESS

None.

XVII. NEW BUSINESS

None.

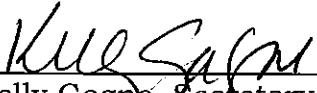
XVIII. ADJOURN

Secretary Gagne moved to **adjourn the meeting.** Trustee Albano seconded the motion.

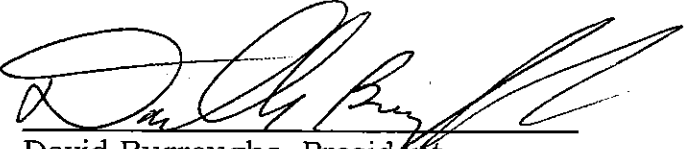
AYES: ALL **NAYS: NONE**
ABSENT: Olson **ABSTAIN: NONE**

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:32 p.m.



Kelly Gagne, Secretary



David Burroughs, President