

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OFF-SITE ELECTRONIC MEETING
SEPTEMBER 14, 2020**

PRESENT: Treasurer Stephanie Butler, Secretary Kelly Gagne, Trustees Phil Albano, Heidi Casburn, and Elizabeth Olson.

PRESENT ON SITE: President David Burroughs

ABSENT: Vice-President Aimee Miller

ALSO PRESENT: Staff Members Laura Chapman, Tim Fitzpatrick, Karen Flamand, Suzann Gemini, Kathleen Hansen, Gina Knowlton, Dwayne Nelson, Kathy Semrick, Megan Shumaker; 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 7:17 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All were present except Vice-President Miller.

III. ADDITIONS TO THE AGENDA

None.

IV. ADOPTION OF THE AGENDA

Trustee Albano moved to **adopt the agenda as written.** Treasurer Butler seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Miller ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Regular Session of the Regular Meeting on August 10, 2020, were discussed.

Trustee Albano moved to **approve the Regular Session Minutes of August 10, 2020, as amended.** Treasurer Butler seconded the motion.

AYES: ALL	NAYS: NONE
ABSENT: Miller	ABSTAIN: Casburn

MOTION CARRIED

Vice-President Miller joined the meeting at 7:25 PM.

VI. PUBLIC COMMENT

None.

VII. FRIENDS OF THE LIBRARY

The Friends of the Library donated \$2850.00 to the Library including \$500 to be used for programs and materials in lieu of Staff participation in the annual Fox Valley Literacy Trivia Bee and \$225 to Outreach for Holiday gifts to homebound patrons. The Book Nook is ongoing and continues to raise consistent funds for the Friends.

VIII. TREASURER'S REPORT

Real Estate Taxes received in August totaled \$28,797.46. Expenditures continued below target down in August, in line with budget goals. Treasurer Butler advised the Board there was \$679,094.60 cash on hand on August 31, 2020. Treasurer Butler **moved to approve the Treasurer's Report for August 2020, and to enter the trial balance ending August 31, 2020, into the public record.** Trustee Olson seconded the motion.

AYES: ALL	NAYS: NONE
ABSENT: NONE	ABSTAIN: NONE

MOTION CARRIED

IX. LIBRARY STAFF REPORTS

The Library Staff reports were reviewed, including the following topics:
General:

- Kane County will be distributing some COVID-19 relief funds to Library districts to reimburse them for COVID-19 related expenses. The applications were due on August 10, 2020. Library Staff completed the application, requesting that \$11,777 in COVID-19 related expenses be reimbursed.

- Circulation and visitor stats show increases in usage.
- Preparations for audit are ongoing.
- Work on Back to Books Grant is ongoing.

Staff & Volunteers:

- Sarah Tyler has joined the Library staff.
- Staffing hours are generally back to pre-COVID-19 levels, distributed among the staff in pre pandemic proportions.

Programming:

- Zoom programs in both youth and adult departments are going strong. Pre-recorded programs are generally better attended.
- Attendance is up for Genealogy programs with the larger capacity allowed with on-line meetings. Some patrons have requested that some Classes/Study groups continue online post COVID-19.

Community & Outreach:

- Long term goal is to make the website easier to access, including a simplification of the Library's web address.

X. APPROVAL OF BENCH FOR MARY LYNN ALMS

The proposed bench in memory of former long-time Library Director Mary Lynn Alms was discussed. Ron Alms, Mary Lynn Alms' husband, has offered to pay for the cost of the bench as well as the concrete pad. Wording for the memorial will reflect Mary Lynn Alms' long tenure as Library Director and refer to the TCPLD, rather than the TCL. The consensus between Staff, Board, and Ron Alms is that the optimal location for the bench would be in the front of the building, to the west. Trustee Albano **moved to accept the donation of a Memorial Bench in Mary Lynn Alms' honor, to be placed to the West of the Library Entrance.** Treasurer Butler seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	NONE	ABSTAIN:	NONE

MOTION CARRIED

XI. COMMITTEE REPORTS

1. Personnel – None.
2. Policy – Parental Leave Policy needs to be drafted.
3. Finance -- None.
4. Building and Grounds – Suzann Gemini has a quote for snow removal from the company that provided the service to the Library last year. Suzann Gemini will bring the quote to the October meeting for Board review and approval.

XII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:04 p.m. Trustee Albano moved to **go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action.** Vice-President Miller seconded the motion.

ROLL CALL VOTE:

AYES: **Albano** **Burroughs**
 Butler **Casburn**
 Gagne **Miller**
 Olson

NAYS: **NONE**

ABSENT: **NONE** **ABSTAIN:** **NONE**

MOTION CARRIED

At 8:11 p.m. Trustee Olson moved to **reconvene to the Regular meeting to take action.** Treasurer Butler seconded the motion.

AYES: **ALL** **NAYS:** **NONE**

ABSENT: **NONE** **ABSTAIN:** **NONE**

MOTION CARRIED

Treasurer Butler moved to **approve the Executive Session minutes of the Regular meeting of August 10, 2020, as written.** Trustee Albano seconded the motion.

AYES: **ALL** **NAYS:** **NONE**

ABSENT: **NONE** **ABSTAIN:** **Casburn, Miller**

MOTION CARRIED

XIII. OLD BUSINESS

The subject of strategic planning was discussed and the item will be included on the agenda for future meetings to review the existing plan(s) and to decide on whether to refresh the plan or to generate a new plan.

XIV. NEW BUSINESS

None.

XV. ADJOURN

Trustee Albano moved to **adjourn the meeting**. Trustee Olson seconded the motion.

AYES: ALL

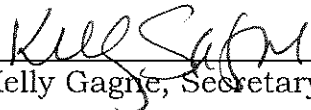
NAYS: NONE

ABSENT: NONE

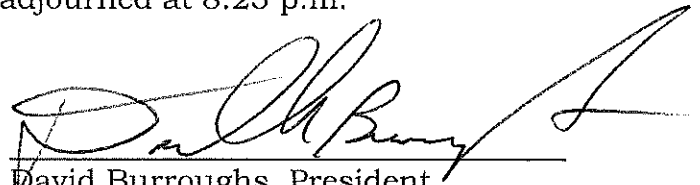
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:23 p.m.



Kelly Gagne, Secretary



David Burroughs, President