

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

**PRESENT:** Treasurer Stephanie Butler, Secretary Kelly Gagne, Trustees Heidi Casburn and Elizabeth Olson and Library Director Emily Hoffman

**PRESENT ON SITE:** President David Burroughs

**ABSENT:** Vice-President Aimee Miller and Trustee Phil Albano

**ALSO PRESENT:** Staff Members Tim Fitzpatrick, Karen Flamand, Suzann Gemini, Kathleen Hanson, 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 7:20 p.m.

**II. ROLL CALL**

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

**III. ADDITIONS TO THE AGENDA**

None.

**IV. ADOPTION OF THE AGENDA**

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

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Albano, Miller**

**ABSTAIN: NONE**

**MOTION CARRIED**

**V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)**

Minutes for the Special Session and Regular Session of the Regular Meeting on November 9, 2020, were discussed.

Treasurer Butler **moved to approve the Special Session and Regular Session Minutes of November 9, 2020, as written.** Trustee Casburn seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Albano, Miller</b>	<b>ABSTAIN:</b>	<b>Olson</b>

**MOTION CARRIED**

**VI. PUBLIC COMMENT**

None.

**VII. FRIENDS OF THE LIBRARY**

The Friends of the Library reported that the curbside Book Sale would be rescheduled for Saturday, December 19, 2020, from 10 a.m. to 12 p.m., weather permitting.

Trustee Albano joined the meeting at 7:47 p.m.

**VIII. TREASURER'S REPORT**

Real Estate Taxes received in November totaled \$4,819.23. The Library received a generous donation of \$500 from the Friends of the Library. Expenditures for November were under the target and in line with long term budget goals. Treasurer Butler advised the Board there was \$827,791.36 cash on hand on November 30, 2020. Treasurer Butler **moved to approve the Treasurer's Report for November 2020, and to enter the trial balance ending November 30, 2020, into the public record.** Trustee Casburn seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Miller</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

The Treasurer's Annual Report for 2020 was reviewed and discussed. The sustained and concerted efforts the Library Director and Staff have been making to keep Library expenditures in line with targets have been regularly met or exceeded. Significant progress is being made to achieve the Library's long term budget goals.

Treasurer Butler **moved to approve the Treasurer's Annual Report Ending June 2020, and to enter the report into the public record.** Trustee Albano seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS:**        **NONE**

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

**MOTION CARRIED**

**IX. PRESENTATION BY AUDITOR**

Brian LeFevre of Sikich, LLP, presented and reviewed the Annual Financial Audit of the Library. The audit process went smoothly and in a timely fashion. The Library Staff was helpful and professional.

The Library's efforts to keep expenditures down is producing results and improving the long term financial prognosis of the Library. Maintaining the current financial protocols will help the Library reach its goal of rebuilding the Library's financial reserves.

**X. APPROVAL OF ANNUAL AUDIT**

Treasurer Butler **moved to approve the Annual Audit for the Fiscal Year Ending June 2020.** Trustee Casburn seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: NONE**

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

**MOTION CARRIED**

**XI. APPROVAL OF CARES GRANT IGA**

The CARES Act Grant was received in the amount of \$11,479.71 for COVID-19 related expenses. The Intergovernmental Agreement between Kane County and the Library stipulates the full amount must be spent by the end of the calendar year. The IGA needs to be approved by the Board. Trustee Casburn **moved to approve the CARES Act Grant for**

**COVID-19 relief IGA between Kane County and the Library.** Trustee Olson seconded the motion.

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

**MOTION CARRIED**

**XII. APPROVAL OF LIBRARY CAFETERIA INSURANCE PLAN**

The Cafeteria Insurance Plan was presented and discussed, allowing eligible Library Employees to pay for Insurance benefits using pretax dollars for Dental, Medical, and Vision Insurance effective 1/1/2021. Treasurer Butler **moved to approve the Cafeteria Plan as presented.** Trustee Olson seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: NONE**

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

**MOTION CARRIED**

**XIII. LIBRARY STAFF REPORTS**

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

- The Library Staff and Board warmly welcome Director Hoffman back from family leave. Library Staff did an excellent job filling in during Director Hoffman's leave.
- The move to full Curbside service went smoothly and is on-going and increasing. Patrons are familiar with and accustomed to the Curbside pick-up. Additionally, Curbside service is used for pick-up of remote programming like craft classes.
- In recognition of the sustained efforts by Library Staff in a difficult pandemic environment, as well as in the absence of the annual Holiday party, the Library Staff will be given a year end bonus. The bonus amount will be determined by Library Board representatives and director Hoffman to recognize Staff while maintaining the Library's overall budget objectives.

