

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OFF-SITE ELECTRONIC MEETING
May 10, 2021**

PRESENT: Secretary Kelly Gagne and Trustees Heidi Casburn and Ann Jumonville, Outgoing Treasurer Stephanie Butler and Trustee Phil Albano, Incoming Trustees Mary Cherry Karen Morrison and Library Director Emily Hoffman

PRESENT ON SITE: President David Burroughs

ABSENT: Outgoing Vice-President Aimee Miller

ALSO PRESENT: Staff Members Tim Fitzpatrick, Suzann Gemini, Gina Knowlton, Kathleen Hansen, Dwayne Nelson, Kathy Semrick, Megan Shumaker, and Greg Zielinski; Friends of the Library President Joan Hansen. Public: Dennis Ryan.

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 7:16 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 Casburn **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 April 12, 2021, and the Executive Session of the Regular Meeting on April 12, 2021, were discussed.

Treasurer Butler **moved to approve the Regular Session Minutes of April 12, 2021, as amended and the Executive Session Minutes of April 12, 2021, as written.** Trustee Albano seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Miller

ABSTAIN: NONE

MOTION CARRIED

VI. PUBLIC COMMENT

Dennis Ryan commented that there are some issues with the copier. Kathy Semrick will verify that staff has addressed the issue.

VII. TRUSTEE OATH OF OFFICE

The Oath of Office was administered to incoming Trustees Mary Cherry and Karen Morison. The new Trustees were welcomed to the Board.

VIII. PRESENTATION FOR PHIL ALBANO, STEPHANIE BUTLER, AND AIMEE MILLER

Outgoing Trustees Phil Albano, Stephanie Butler, and Aimee Miller were recognized for their many years of dedicated service to the Library. The Library and our community have benefited greatly from their many contributions and they will all be missed.

IX. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported that the Plant Sale the weekend of May 8th, 2021, was a success! The plant sale raised over \$2000 and was a welcome event to gather the community. Many thanks to the Friends and Library Staff for all their hard work making this possible.

X. TREASURER'S REPORT

Expenditures for April were again in line with the Library's long term budget goals. No tax income was received in April, as was expected, but the Library has sufficient funds on hand to fund operations through the end of the fiscal year. Treasurer Butler indicated that the Library has made significant and sustained progress this fiscal year towards our long term fiscal stability and thanked Director Hoffman and Library Staff for their sustained diligence. Treasurer Butler advised the Board there was

\$402,424.94 cash on hand on April 30, 2021. Trustee Casburn **moved to approve the Treasurer’s Report for April 2021, and to enter the trial balance ending April 30, 2021, into the public record.** Trustee Morrison seconded the motion.

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

MOTION CARRIED

XI. LIBRARY DIRECTOR'S REPORT

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

- Work is ongoing on drafting the working budget for the upcoming fiscal year.
- The Library's staff is undergoing Sexual Harassment training.
- 2 New Circulation Clerks have joined the Library.
- The outdoor reading room has been reopened.
- The Library is following the State's Opening Plan, expecting that the Library will reopen more by June 1, 2021.
- The pavers in the front walkway are problematic. Fixing them could potentially be a project for this summer.
- The Library is participating in Cards for Kids to provide free Library cards to children in low income families. The Library is working with area schools to increase awareness of the program.

XII. READING OF ENGAGEMENT LETTER FROM SIKICH

The Engagement Letter from Sikich was reviewed and discussed. President Burroughs **moved to approve the Engagement Letter from Sikich.** Trustee Cherry seconded the motion.

ROLL CALL VOTE:

**AYES: Burroughs Casburn
Cherry Gagne
Jumonville Morrison**
NAYS: NONE
ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XIII. LIBRARY STAFF REPORTS

Library Staff members introduced themselves to the new Trustees and reviewed their roles at the Library and their monthly reports. Virtual programming continues to be well attended. Details for the summer reading programs for both adults and youth/ children are being finalized. Some outdoor programming will be beginning soon.

XIV. COMMITTEE REPORTS

- 1. Personnel – None.
- 2. Policy – None.
- 3. Finance – None.
- 4. Building and Grounds – None.

At June's meeting, committee positions and executive roles will need to be identified.

XV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

None

XVI. OLD BUSINESS

None

XVII. NEW BUSINESS

None

XVIII. ADJOURN

Trustee Casburn **moved to adjourn the meeting.** Trustee Jumonville 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 8:11 p.m.

Kelly Gagne

 Kelly Gagne, Secretary

David Burroughs

 David Burroughs, President