

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
July 12, 2021**

PRESENT: President David Burroughs, Trustees Heidi Casburn, Ann Jumonville, Mary Cherry, Karen Morrison, and Library Director Emily Hoffman

ABSENT: Secretary Kelly Gagne

ALSO PRESENT: Staff Members: Tim Fitzpatrick, Suzann Gemini, Gina Knowlton, Kathy Semrick, Sarah Marcheschi, Maureen Quinn, and Hannah McCurley; 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 7:15p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All were present except Secretary Gagne.

III. ADDITIONS TO THE AGENDA

None.

IV. ADOPTION OF THE AGENDA

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

AYES: ALL

NAYS: NONE

ABSENT: Gagne

ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

None.

VI. PUBLIC COMMENT

None.

VII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported that the monthly Saturday morning coffees have resumed and are going well. The last one included a memorial for a former Friends member. Joan also reported that the Book Nook made \$207.50 in June, and that the Friends have received a large amount of donations from the public recently.

VIII. TREASURER'S REPORT

Expenditures for June were again in line with the Library's long term budget goals. The June tax distribution was \$687,981.56. President Burroughs advised the Board there was

\$952,061.51 cash on hand on June 30, 2021.

President Burroughs **moved to approve the Treasurer's Report for June 2021, and to enter the trial balance ending June 30, 2021, into the public record.** Trustee Jumonville seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Gagne ABSTAIN: NONE

MOTION CARRIED

IX. REVIEW AND APPROVE WORKING BUDGET FOR FY 2021-2022

The working budget for FY 2021-2022 was discussed. The sustained efforts by the Library Staff to reduce expenditures are continuing to improve the library's long term fiscal status. The working budget for 2021-2022 reflects continuation of the efforts with the goal of rebuilding the library's financial buffer.

Trustee Casburn **moved to approve the working budget for FY 2021-2022.** Trustee Jumonville seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Gagne ABSTAIN: NONE

MOTION CARRIED

X. METRONET PROPOSAL

Director Hoffman reported that the library will be switching to Metronet for phone and internet services. Nearby organizations are successfully using fiber for their technology needs. The change aims to improve service for patrons.

XI. ELECTION OF OFFICERS

- President Burroughs was nominated to continue acting as President and to also act as Treasurer
- Secretary Gagne was nominated to continue acting as Secretary
- Trustee Casburn was nominated to act as Vice-President

Trustee Morrison **moved to approve the election of officers.** Trustee Jumonville seconded the motion.

XII. COMMITTEE APPOINTMENTS

- President Burroughs remains on the finance committee and Trustee Jumonville joined the committee
- Vice-President Casburn and Trustee Cherry joined the personnel committee
- Secretary Gagne remains on the policy committee and Trustee Morrison joined the committee
- No trustees were appointed to the Building and Grounds Committee

Trustee Cherry **moved to approve the committee appointments.** Trustee Morrison seconded the motion.

XIII. LIBRARY DIRECTOR'S REPORT

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

- Work is ongoing on the IPLAR
- **2,536** patrons came to the library in June
- Outdoor programming has been very successful this summer. Indoor programming will return for adults and youth in the fall
- The Library received its Per Capita Grant letter for **\$18,278.20**
- Director Hoffman attended the annual virtual ALA conference and provided a summary of the experience
- The Library hosted a Chamber of Commerce meeting that was well attended
- A new mascot will debut at special events this fall. The mascot will be sponsored by the recent Friends of the Library donation

XIV. LIBRARY STAFF REPORTS

None.

XV. COMMITTEE REPORTS

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

XVI. SECRETARY'S MINUTES AUDIT

Auditing of the Secretary's Minutes were discussed. (2) Trustees are required for the audit process to review for completeness the previous year's Minutes. It was agreed that President Burroughs and Trustee Morrison will work together to complete the audit process.

Trustee Cherry **moved to approve the audit committee of President Burroughs and Trustee Morrison.** Trustee Jumonville seconded the motion.

XVII. APPROVAL OF DATE FOR PUBLIC HEARING ON BUDGET & APPROPRIATIONS ORDINANCE 2021-1

Trustee Morrison **moved to schedule the date for Public Hearing on Budget & Appropriations Ordinance 2021-1 on September 13, 2021.** Trustee Cherry seconded the motion.

XVIII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:32 Vice President Casburn **moved to go into Executive Session to discuss IMRF.** Trustee Morrison seconded the motion. President Burroughs requested the roll be called. All were present except Secretary Gagne.

At 8:58pm Trustee Cherry moved to **reconvene to the Regular Session to take action.** Trustee Jumonville seconded the motion.

Trustee Casburn **moved to approve the IMRF estimate and proceed with joining IMRF.** Trustee Cherry seconded the motion.

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

MOTION CARRIED

XIX. OLD BUSINESS

Minor changes to the Strategic Plan Outline were discussed. A timeline was also discussed. Trustee Morrison **moved to approve the Outline.** Vice-President Casburn seconded the motion.

XX. NEW BUSINESS

None

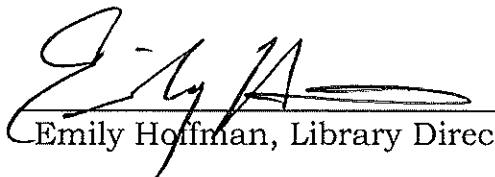
XXI. ADJOURN

Trustee Jumonville **moved to adjourn the meeting.** Trustee Cherry seconded the motion.

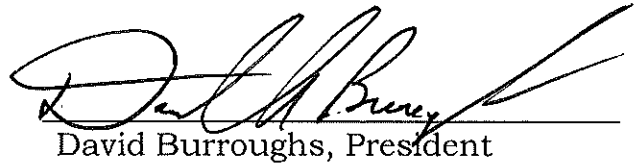
AYES: ALL NAYS: NONE
ABSENT: Gagne ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 9:08 p.m.



Emily Hoffman, Library Director



David Burroughs, President