

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
ON-SITE MEETING WITH VIRTUAL OPTION
June 14, 2021**

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

ABSENT: None

ALSO PRESENT: On-Site: Staff Members Tim Fitzpatrick, Dwayne Nelson, Kathy Semrick, Friends of the Library President Joan Hansen
Remote: Staff Members Suzann Gemini, Kathleen Hansen, Gina Knowlton, Sarah Tyler, and Kelli Willis

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.

III. ADDITIONS TO THE AGENDA

None.

IV. ADOPTION OF THE AGENDA

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

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Regular Session of the Regular Meeting on May 10, 2021, and the Meeting of the Committee of the Whole on May 10, 2021, were discussed.

Trustee Casburn **moved to approve the Regular Session Minutes of May 10, 2021, as amended and the Committee of the Whole Minutes of May 12, 2021, as written.** Trustee Jumonville seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

VI. PUBLIC COMMENT

None.

VII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported that 90 dozen plants and 30 baskets were sold at the Plant Sale the weekend of May 8th, 2021. Over \$2600 was raised! The friends will be making a \$2000 donation to the Library to be used for Library wants related to the outdoor reading room, a new rug in the solo, STEM/STEAM kits, etc. Many thanks to all who made this event possible in uncertain times! Next Year's Plant sale is scheduled for May 6 and 7. The Book Nook continues to raise consistent funds using the honor system and the Coffee Bar will be resuming the second Saturday of the month. All are welcome 10:30-noon.

VIII. TREASURER'S REPORT

It was determined that Board members can serve in (2) executive positions, so David Burroughs will be Board President, as well as interim Treasurer until a new Treasurer is brought up to speed. Expenditures for May were again in line with the Library's long term budget goals. Real estate tax income of \$56,406.93 was received in May, in line with expectations. Treasurer Burroughs advised the Board there was \$399,066.88 cash on hand on May 31, 2021. Treasurer Burroughs **moved to approve the Treasurer's Report for May 2021, and to enter the trial balance ending May 31, 2021, into the public record.** Trustee Casburn seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

IX. LIBRARY DIRECTOR'S REPORT

The Library Director's report opened with a welcome to all for the resumption of in person Board Meetings. The Director's report was reviewed, including the following topics:

- CDC mask guidance is being closely watched and followed -- unvaccinated people are required to wear masks in the building at this time.
- Aside from some squirrels in the building, the Library operations are looking more back to normal.
- Many normal services have resumed, including Passport applications.
- Many families have inquired about the Cards for Kids program. The combined efforts of the Library and area schools regarding outreach has been very valuable.
- Summer reading turnout has been tremendous with over 300 patrons signing up in the first week.

X. LIBRARY STAFF REPORTS

As distributed in the review packet.

XI. COMMITTEE REPORTS

1. Personnel – None.
2. Policy –
 - Draft of Telecommuting Policy to be discussed in Executive session as it relates to Personnel considerations.
 - Add approval of Collection Development Policy to June's Regular Meeting Agenda. The policy may be implemented by consensus at this time.
3. Finance –

A general overview of the Draft Working Budget process was discussed. Public Meeting to be scheduled for September and it needs to be signed off and submitted by Mid-December. Director Hoffman will distribute last year's working budget for Trustees review to aid in the process.
4. Building and Grounds – None.

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

XII. APPROVAL OF LIBRARY HOURS, HOLIDAY CLOSING DATES, AND BOARD MEETING DATES

The Library hours, closing dates, and meeting dates were discussed. No changes are recommended. Secretary Gagne **moved to approve the Library Hours, Holiday Closing Dates, and Board Meeting Dates as presented.** Trustee Casburn seconded the motion.

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

MOTION CARRIED

XIII. NON-RESIDENT LIBRARY CARD PARTICIPATION

No changes are recommended to the current Non-Resident Library Card Participation policy. Trustee Cherry **moved to approve the Non-Resident Library Card Participation Program as presented.** Trustee Morrison seconded the motion.

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

MOTION CARRIED

XIV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:27 p.m. Trustee Casburn **moved to go into Executive Session to discuss items relating to personnel and litigation and to reconvene.** Trustee Jumonville seconded the motion.

ROLL CALL VOTE:

AYES: Burroughs Casburn
Cherry Gagne
Jumonville Morrison

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

At 9:32 p.m. Trustee Jumonville moved to reconvene to the Regular meeting. Trustee Cherry seconded the motion.

XV. APPROVAL OF SALARIES EFFECTIVE JULY 1, 2021

Trustee Morrison **moved to approve Salaries Effective July 1, 2021, as discussed in Executive Session.** Trustee Casburn seconded the motion.

ROLL CALL VOTE:

AYES: Burroughs Casburn

Cherry Gagne
Jumonville Morrison

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XVI. OLD BUSINESS

President Burroughs **moved to approve the creation of the new Building Assistant position as written.** Secretary Gagne seconded the motion.

ROLL CALL VOTE:

**AYES: Burroughs Casburn
 Cherry Gagne
 Jumonville Morrison**

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

Secretary Gagne **moved to approve the Telecommuting Policy as amended.** Trustee Casburn seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

Secretary Gagne **moved to approve to offer an extra vacation day to Library Staff Members who have been at the Library a minimum of 90 days and are NOT eligible for Telecommuting.** Trustee Casburn seconded the motion.

ROLL CALL VOTE:

**AYES: Burroughs Casburn
 Cherry Gagne
 Jumonville Morrison**

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

President Burroughs **moved to seat the Library Board Officers as named:**

President: David Burroughs
Vice-President: Heidi Casburn
Treasurer: David Burroughs
Secretary: Kelly Gagne

Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XVII. NEW BUSINESS

None

XVIII. ADJOURN

Trustee Casburn **moved to adjourn the meeting.** Trustee Morrison 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 9:46 p.m.



Kelly Gagne, Secretary



David Burroughs, President