

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
August 9, 2021**

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

ABSENT: Vice-President Heidi Casburn

ALSO PRESENT: Staff Members Suzann Gemini and Megan Shumaker

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 Casburn.

III. ADDITIONS TO THE AGENDA

Change the order to move Item 16 up to Item 12.

IV. ADOPTION OF THE AGENDA

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

AYES: ALL NAYS: NONE

ABSENT: Casburn ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Regular Sessions of the Regular Meetings on June 14, 2021, and July 12, 2021, were discussed.

Trustee Jumonville **moved to approve the Regular Session Minutes of June 14, 2021, as amended and July 12, 2021, as written.** Trustee Cherry seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Casburn ABSTAIN: Gagne

MOTION CARRIED

VI. PUBLIC COMMENT

None.

VII. FRIENDS OF THE LIBRARY

In Joan Hansen's absence, it was noted that the Friends of the Library will be hosting the Coffee Bar this Saturday. All are welcome and encouraged to attend anytime between 10:30 a.m. and noon.

VIII. TREASURER'S REPORT

July was the first month of the Library's fiscal year. Real estate tax income of \$23,839.95 was received in July. Treasurer Burroughs advised the Board there was \$925,943.36 cash on hand on July 31, 2021. Treasurer Burroughs advised that the Finance Committee has invested in a 3 Month CD valued at \$250,000 and a 6 Month CD valued at \$250,000. Treasurer Burroughs **moved to approve the Treasurer's Report for July 2021, and to enter the trial balance ending July 31, 2021, into the public record.** Secretary Gagne seconded the motion.

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

MOTION CARRIED

IX. APPROVAL OF INSURANCE RENEWAL

The Commercial Insurance Coverage Policy renewal prepared by Lundstrom Insurance Agency through Westfield National Insurance Company was reviewed. There is an annual increase of approximately \$1300 over last year for comparable coverage. Trustee Morrison **moved to approve the renewal of the Commercial Insurance Coverage Policy as presented.** Trustee Cherry seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

X. STAFF IN-SERVICE DAY: January 14, 2022

Director Hoffman is requesting that we close the Library on Friday, January 14, 2022, for a Staff In-Service Day. Secretary Gagne **moved to close the Library on January 14, 2022, for a Staff In-Service Day.** Trustee Jumonville seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Casburn

ABSTAIN: NONE

MOTION CARRIED

XI. LIBRARY DIRECTOR'S REPORT

- IPLAR has been completed and submitted.
- Library Staff members are pursuing grant opportunities related to the American Rescue Plan Act for Transforming Library Services. The proposal is to transform the outdoor space adjacent to the Youth Department to make it more friendly for crafts and storytime.
- Coordinated with IMRF representative to determine next steps in drafting the ordinance.
- In-person all-staff meetings have resumed.
- Resumed requirement for on-site masking per CDC and State guidelines. Some patrons are not pleased, but patrons have generally been understanding.
- Received the Per Capita and Erickson grant checks. Funds will be used to bolster adult and youth collections.
- Summer reading concluded with 492 participants, double last year's participation.
- 39 new cards were added or renewed in July.
- Discussions with the Kane County Genealogy Society are ongoing regarding partnership to best utilize the Lawrence J. Martin Heritage Center for Library patrons and Society members.

XII. ORDINANCE 2021-1: ELECTING PARTICIPATION IN THE ILLINOIS MUNICIPAL RETIREMENT FUND

The new IMRF representative was on site at the Library and all staff had an opportunity to speak with him. After much deliberation and preparation, the Library is prepared to move forward with participation in the Illinois Municipal Retirement Fund, offering retirement benefits to eligible staff. Trustee Cherry **moved to approve Ordinance 2021-1: Electing Participation in the Illinois Municipal Retirement Fund.** Trustee Morrison seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

XIII. LIBRARY STAFF REPORTS

Adult Services Manager Shumaker discussed the summer reading program success as well as the hope to be shifting to more in person programming, contingent upon the developing COVID-19 landscape. Partnership with area schools was discussed relative to summer reading as well as the Cards for Kids program. A new Library Mascot will be available for future events to assist with school engagements.

XIV. COMMITTEE REPORTS

1. Personnel – None.
2. Policy – None.
3. Finance –
Met to discuss the purchase of CDs.
4. Building and Grounds – None.

XV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:05 p.m. Secretary Gagne **moved to go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action.** Trustee Morrison seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

At 8:19 p.m. Trustee Morrison **moved to reconvene to the Regular meeting.** Trustee Cherry seconded the motion.

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

MOTION CARRIED

Secretary Gagne **moved to release the Minutes of the Executive Session of the February 21, 2020, meeting to the public record.** Trustee Cherry seconded the motion.

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

MOTION CARRIED

XVI. OLD BUSINESS

Trustee Cherry **moved to adopt the Collection Development Policy as written.** Secretary Gagne seconded the motion.

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

MOTION CARRIED

XVII. NEW BUSINESS

The Lions Club of Kane County received COVID-19 relief funding and will start meal programs for seniors. The Library will put a sign up on the bulletin board, post on the Library Facebook page, and let the Outreach Team know to notify the seniors they support.

The Library will solicit quotes for concrete work including replacing the bricks at the front of the building, the broken squares of sidewalk pavement, and the new pad by the Youth Department. The Grant applications are due on 8/15/21.

XVIII. ADJOURN

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


AYES: ALL **NAYS: NONE**

ABSENT: Casburn

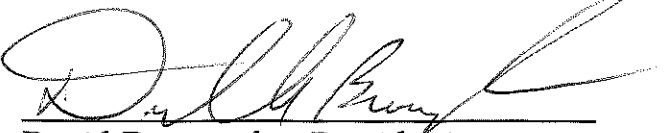
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:25 p.m.



Kelly Gagne, Secretary



David Burroughs, President