

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OFF-SITE ELECTRONIC MEETING
JANUARY 10, 2022**

PRESENT: Vice-President Heidi Casburn, Secretary Kelly Gagne, and Trustees Mary Cherry, Ann Jumonville, Karen Morrison, and Rebecca Stock and Library Director Emily Hoffman.

PRESENT ON SITE: President David Burroughs

ABSENT: None

ALSO PRESENT: Staff Members Tim Fitzpatrick, Suzann Gemini, Kathleen Hansen, Gina Knowlton, Sarah Marcheschi, Dwayne Nelson, Maureen Quinn, Kathy Semrick, Megan Shumaker, and Kelli Willis; 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 8:02 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 December 13, 2021, were discussed.

Trustee Morrison **moved to approve the Regular Session Minutes of December 13, 2021, as written.** Trustee Cherry 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 thanked the Staff and Board for the effort on the Strategic Plan and inclusion in the process. Joan Hansen reported that Christmas Book Nook took in \$522.75 this year and that the Friends could use additional children's books to replenish their inventory. The coffee bar was suspended for December due to halting of in person Library programs. Resumption of the coffee bar pending resumption of in-person programming at the Library, but scheduled dates are the second Saturday of the month, February 12, March 12, April 9, and May 14 on the current calendar. Please come join the Friends on these Saturday mornings.

VIII. TREASURER'S REPORT

Expenditures for December were moderately up from previous months, but generally in line with the Library's long term budget goals. As anticipated, no tax income was received in December. There was \$1,094,069.37 cash on hand on December 31, 2021. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for December 2021, and to enter the trial balance ending December 31, 2021, into the public record.** Vice-President Casburn seconded the motion.

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

MOTION CARRIED

IX. LIBRARY DIRECTOR'S REPORT

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

- Per Capita grant was completed and submitted.
- The Strategic Plan draft was completed with the department heads.

- COVID-19 protocols were reviewed and revised in response to the surge due to the omicron variant. The decision was made to temporarily suspend of in-person programming.
- Circulation numbers were good, with 25 new cards issued and over 5800 book check-outs.
- Work with the Elburn WE committee is ongoing. Welcome bags will be assembled beginning next month.

X. LIBRARY STAFF REPORTS

Communications Manager Tim Fitzpatrick mentioned that the Name the Mascot initiative is in the final stage. Candidates for Mascot names have been narrowed down to 4 and on-line voting is ongoing, with voting closing on January 14. The March, April, May program guide will go out Mid-February.

Circulation Department Manager Kathy Semrick mentioned that curbside service has picked up again. Additionally, Library staff has been very flexible, helping to ensure full coverage at the desk as staffing issues have arisen due to COVID-19.

Youth Services Manager Gina Knowlton discussed the increase in programs being offered for home school families in response to the growing numbers of local families home schooling.

XI. COMMITTEE REPORTS

1. Personnel – None.
2. Policy – Trustee Cherry is reviewing the Library Handbook and will provide Director Hoffman with recommendations for policies in need of updating.
3. Finance – None.
4. Building and Grounds – None.

XII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

None

XIII. OLD BUSINESS

The Library is working with the Kane County Genealogical Society to reorganize the Heritage Center. Work days are scheduled for January 28 and January 29, 2022 in support of the effort.

XIV. NEW BUSINESS

None

XV. ADJOURN

Secretary Gagne **moved to adjourn the meeting.** Trustee Cherry seconded motion.

AYES: ALL

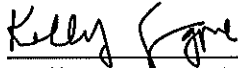
NAYS: NONE

ABSENT: NONE

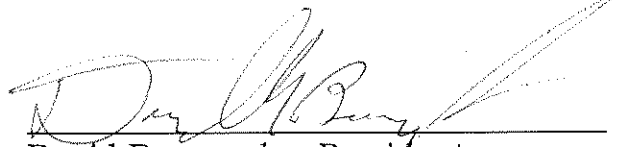
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:31 p.m.



Kelly Gagne, Secretary



David Burroughs, President