

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OFF-SITE ELECTRONIC MEETING
December 13, 2021**

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

ABSENT: Vice-President Heidi Casburn

ALSO PRESENT: Staff Members Michelle Doyle, Tim Fitzpatrick, Suzann Gemini, Kathleen Hansen, Dwayne Nelson, Kathy Semrick, and Megan Shumaker; Friends of the Library President Joan Hansen. Public: Brian LeFevre of Sikich, LLC

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 7:17 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All were present except Vice-President Casburn.

III. ADDITIONS TO THE AGENDA

None.

IV. ADOPTION OF THE AGENDA

Trustee Morrison **moved to adopt the agenda as written.** Secretary Gagne 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 Session of the Regular Meeting on November 8, 2021, and the Special Meeting on November 8, 2021, were discussed.

Trustee Cherry **moved to approve the Regular Session Minutes of November 8, 2021, as written and the Special Meeting Minutes of November 8, 2021, as written.** Trustee Morrison seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Casburn

ABSTAIN: Gagne

MOTION CARRIED

VI. PUBLIC COMMENT

None

VII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported that an anonymous corporate donation of \$200 was received by the Friends. The coffee bar is ongoing on the second Saturday of the month with the dates of January 8, February 12, March 12, April 9, and May 14 on the current calendar. Please come join the Friends on these Saturday mornings. The Christmas Book Nook took in less money than in previous years, but the Raffle raised average funds this year. The Raffle winners were Iris R (the Barbie) and Libby (the Tractor).

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. Tax income in the amount of \$10,255.98 was received in November. There was \$1,212,902.64 cash on hand on November 30, 2021. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for November 2021, and to enter the trial balance ending November 30, 2021, into the public record.** Trustee Stock seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Casburn

ABSTAIN: NONE

MOTION CARRIED

The Annual Treasurer's Report for the Fiscal Year ending June 30, 2021, was reviewed. As has been previously discussed, the Library made significant progress towards its long term fiscal goals and ended the year with a positive balance.

Secretary Gagne **moved to approve the Annual Treasurer's Report for the Fiscal Year ending June 30, 2021, and to enter the report into the public record.** Trustee Morrison seconded the motion.

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

MOTION CARRIED

IX. PRESENTATIUNON BY AUDITOR

Brian LeFevre, CPA, MBA, of Sikich LLP presented the Annual Financial Report for the Year Ending June 30, 2021. Brian LeFevre indicated that the Sikich audit team was offering a highest level, or unmodified opinion for the audit they performed. The audit reflected the net position shift from a negative to a positive with the recommendation to continue to monitor and improve the position going forward. The audit went smoothly and on a timely basis with Library staff organized and in full support of the auditor's efforts. The auditors recommend that the Library develop and adopt a formal Capital Asset Policy and will provide examples for use in the development of the policy.

X. APPROVAL OF ANNUAL AUDIT

The Annual Audit Report from Sikich was reviewed and discussed. Trustee Morrison **moved to approve the Annual Audit Report from Sikich.** Trustee Cherry seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

XI. LIBRARY DIRECTOR'S REPORT

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

- Director and Department Heads have been working on finalizing full draft of the 2022 Strategic Plan
- Worked with practicum student Jennifer Lumke in all departments

- Hired new Building Assistant, Michael Preston, who will be joining the Library this month
- In lieu of a Holiday Party, feted staff with a gift from RichWrap, baked goods, and a cocoa bar
- New leak developed in sloped roof on the adult side. Quotes to fix the leak are being gathered.
- Work progressed on the new Youth Patio with the basic landscaping completed and new furniture on order
- Director Hoffman and Business Manager Gemini attended the HR Sourced 2021 Employment Law Conference
- Christmas Stroll went well and was well attended with more than 300 people over the course of the event
- The new Mascot was debuted at the Stroll and was well received. Name suggestions are being solicited and more than 80 suggestions have been received. Will narrow the search down to 4 or 5 names that will used in a poll.

XII. ILLINOIS LIBRARIES PRESENT IGA

The Illinois Libraries Present program was discussed. The Illinois Joint Library Programming Group provides high-quality online events at equitable prices for participating member libraries of all sizes and budgets. The pilot program will run from January through June and will provide at least 6 programs that include big name authors and high interest subject matter. Trustee Cherry **moved to approve and fund participation in the Illinois Libraries Present program.** Trustee Gagne seconded the motion.

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

MOTION CARRIED

XIII. LIBRARY STAFF REPORTS

Adult Services Manager Megan Shumaker mentioned that the Stroll went well and all had a good time. She also mentioned that the technical support team was working to help homebound patrons. Strategic planning goals are being incorporated into the spring planning efforts. Circulation Department Manager Kathy Semrick mentioned that many people inquired about new cards at the Stroll – and that there were lots of checkouts. Checkouts are at about 75% of pre-pandemic levels but are increasing.

Communications Manager Tim Fitzpatrick mentioned that 27 online submissions were received for the Name the Mascot initiative.

Roving Reference Librarian Dwight Nelson reported that there has been an uptick in reference requests and that efforts will be made to be proactive with promoting genre challenges.

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

The Committee of the Whole will meet at 7:00 p.m. before the Regular January Meeting on January 10, 2022, to discuss the Draft Strategic Plan.

XVII. NEW BUSINESS

None

XVIII. ADJOURN

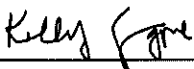
Trustee Morrison **moved to adjourn the meeting.** Secretary Gagne seconded motion.

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 8:29 p.m.



Kelly Gagne, Secretary



David Burroughs, President