# MINUTES OF THE REGULAR MEETING BOARD OF TRUSTEES TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT OFF-SITE ELECTRONIC MEETING **FEBRUARY 14, 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

Staff Members Suzann Gemini, Gina Knowlton, Hannah ALSO PRESENT:

McCurley, Dwayne Nelson, Nannette Pniewski, Kathy Semrick, Megan Shumaker, and Kelli Willis; Friends of

the Library President Joan Hansen.

CALL TO ORDER I.

> President Burroughs called the Regular Meeting of the Board of Trustees of the Town and Country Public Library District to order at 8:15 p.m.

ROLL CALL II.

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

APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) V.

Minutes for the Committee of the Whole and the Regular Session of the Regular Meeting on January 10, 2022, were discussed.

Trustee Morrison moved to approve the Committee of the Whole Minutes and the Regular Session Minutes of January 10, 2022, as written. Vice-President Casburn 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 also reported that the Friends could still use additional children's books to replenish their inventory.

The Friends are hoping to resume the coffee bar going forward with dates of March 12, April 9, and May 14 on the current calendar.

Joan shared an experience giving a free book to the children in a family getting new library cards. The warm response prompted the Friends to suggest that new card holders receive a coupon for a free book from the Friends of the Library. Also, to add the same coupons to the WE welcome packs for new residents to help increase awareness of and traffic at the Library.

# VIII. TREASURER'S REPORT

Expenditures for January were in line with the Library's long term budget goals. As anticipated, no tax income was received in January. There was \$991,294.96 cash on hand on January 31, 2022. CDs in the amount of \$250,000.00 are maturing the ends of February, March, and April. An assessment regarding future CD purchases will be done in April/May timeframe. Acting Treasurer Burroughs moved to approve the Treasurer's Report for January 2022, and to enter the trial balance ending January 31, 2022, into the public record. Secretary Gagne 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:

- An uptick in spending is expected due to aging technology that needs to be addressed as well as building maintenance, including boiler repairs.
- Trustee Cherry has reviewed the Employee Handbook and a further review with HR Source has been scheduled.
- All staff have been training with the new catalog before it goes live on March 21, 2022.
- District population went down 4.6% since the 2010 census and the per capita grant will be reduced by the same percentage.
- The first deliveries of WE (Welcome to Elburn) welcome packs were made to the 11 houses that closed in January.

# X. LIBRARY STAFF REPORTS

None

### XI. COMMITTEE REPORTS

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

# XII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:42 p.m. President Burroughs moved to go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action. Trustee Jumonville seconded the motion.

# **ROLL CALL VOTE:**

AYES:

Burroughs

Casburn

Cherry

Gagne

Jumonville

Morrison

Stock

NAYS:

NONE

ABSENT:

ABSTAIN: NONE

#### **MOTION CARRIED**

At 8:48 p.m. Vice-President Casburn moved to reconvene to the Regular meeting to take action. Trustee Morrison seconded the motion.

# XIII. SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES

President Burroughs moved to not post the Executive Session Minutes of October 11, 2021, into the public record. Trustee Jumonville seconded the motion.

AYES:

ALL

NAYS:

NONE

ABSENT: NONE

ABSTAIN: NONE

### **MOTION CARRIED**

#### XIV. OLD BUSINESS

None

#### XV. **NEW BUSINESS**

Vice-President Casburn suggested that weeded books be offered to patrons through the Friends of the Library or local Little Lending Libraries before being donated to Better World Books. The idea would be to give first priority to the local community when donating. Director Hoffman to pass on the idea to the appropriate Department Heads.

#### XVI. ADJOURN

Secretary Gagne moved to adjourn the meeting. Trustee Stock 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 8:53 p.m.

David Burroughs, President