

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
MARCH 14, 2022**

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

**ABSENT:** Trustee Rebecca Stock

**ALSO PRESENT:** Staff Members Dwayne Nelson, Kathy Semrick, and Megan Shumaker; 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 7:16 p.m.

**II. ROLL CALL**

President Burroughs requested the roll be called. All were present except Trustee Stock.

**III. ADDITIONS TO THE AGENDA**

None

**IV. ADOPTION OF THE AGENDA**

Trustee Cherry **moved to adopt the agenda as written.** Vice-President Casburn seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Stock**

**ABSTAIN: NONE**

**MOTION CARRIED**

**V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)**

Minutes for the Committee of the Whole, the Regular Session of the Regular Meeting, and the Executive Session of the Regular Meeting on February 14, 2022, were discussed.

Trustee Morrison **moved to approve the Committee of the Whole Minutes, the Regular Session Minutes, and the Executive Session**

**Minutes of February 14, 2022, as written.** Vice-President Casburn seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Stock</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

**VI. PUBLIC COMMENT**

None

**VII. FRIENDS OF THE LIBRARY**

Joan Hansen of the Friends reported that the Book Nook is taking off, with Easter and Spring books out on display. Joan Hanson also reported that the Friends could still use additional children's books to replenish their inventory, but that donations are back to pre-pandemic volume. Weeded books that are in generally good condition are offered first to the Friends.

The Friends have resumed the coffee bar going forward with dates of April 9 and May 14 on the current calendar.

The plant sale is scheduled for May 6<sup>th</sup> and 7<sup>th</sup> with setup on May 5<sup>th</sup>. The Friends' Plant Sale online ordering is expected to go live on April 11.

**VIII. TREASURER'S REPORT**

Expenditures for February were in line with the Library's long term budget goals. As anticipated, no tax income was received in February. There was \$868,298.38 cash on hand on February 28, 2022. 1 CD in the amount of \$250,000.00 matured EOM February; 2 additional CDs in the same amount are maturing the ends of 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 February 2022, and to enter the trial balance ending February 28, 2022, into the public record.** Secretary Gagne seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Stock</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

**IX. LIBRARY DIRECTOR'S REPORT**

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

- Early planning on the working budget has begun
- Director Hoffman attended seminars, including one entitled "Managing Finances in Times of Inflation"
- A new circulation clerk, Jacqueline, has joined the Library
- A new Library volunteer will be Page Turner at a local middle school event
- The Library received ~\$1100 in donations in memory of Phyllis Ream. The funds will be put towards a new butterfly garden in our Outdoor Reading Room space.
- Onboarding of the New Outsource IT engineers has started
- In person programming and regular services have resumed with masks optional for patrons and staff. It has been 2 years today since the Library shut down at the beginning of the pandemic.
- Early voting will take place 6/20-6/23 in the meeting room

**X. LIBRARY STAFF REPORTS**

Roving Reference Library Dwayne Nelson discussed the roll out of the Genre Challenge. The challenge is to read 6 or more books across twelve genres in the next year. March is the first month and the genre is non-fiction. The challenge will be publicized on the Library website, on the TV in the Library entry, and via hard copies.

**XI. COMMITTEE REPORTS**

1. Personnel – None
2. Policy –
  - a. Draft Capital Assets Policy: A draft capital assets policy has been distributed for review. It will be added to the April agenda for Board approval.
3. Finance –
  - a. Finance committee will be meeting in early May to discuss reviews and salaries that will be reviewed by the Board and voted on in June to take effect in July.
4. Building and Grounds – None

**XII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION**

None

**XIII. OLD BUSINESS**

Trustee Morrison reported on the ongoing activity at the Heritage Center. Work days have been held to assess and reconfigure the space. The center has received some research requests and is looking to open soon with volunteer supported access to the collection.

**XIV. NEW BUSINESS**

None

**XV. ADJOURN**

Vice-President Casburn **moved to adjourn the meeting.** Trustee Cherry seconded motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Stock**

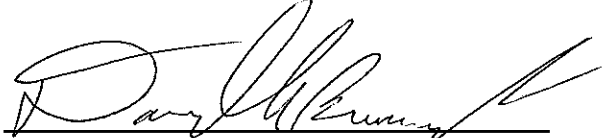
**ABSTAIN: NONE**

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:16 p.m.



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Kelly Gagne, Secretary



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David Burroughs, President