

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
JUNE 13, 2022**

PRESENT: President David Burroughs, Vice-President Heidi Casburn, and Trustees Mary Cherry, Ann Jumonville, Karen Morrison, and Rebecca Stock; and Library Director Emily Hoffman.

ABSENT: Secretary Gagne

ALSO PRESENT: Staff Members Suzann Gemini, Dwayne Nelson, Bronwen Heneghan, Gina Knowlton, and Kathy Semrick.

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 Secretary Gagne.

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

Trustee Cherry **moved to adopt the agenda as written.** Trustee Morrison seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Secretary Gagne

ABSTAIN: NONE

MOTION CARRIED

V. PUBLIC COMMENT

None

VI. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends (via email) reported that \$3000 was donated to the library after the May plant sale. The Friends also plan on a donation during their annual membership meeting in September. The book nook had another good month with steady donations and several free book coupons collected. The monthly coffee bar will be continue through December.

VII. TREASURER'S REPORT

Expenditures for May were below the Library's target, helping to further the long term budget goals. The first annual tax distribution of 72,389.64 was received on May 18, 2022. There was \$252,313.10 cash on hand on May 31, 2022. After consulting with Sikich, the treasurer's report has been streamlined and will now include the Balance Sheet, Income Statement, and YTD vs. Working Budget. Additional reports will be provided as requested. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for May 2022, and to enter the trial balance ending May 31, 2022, into the public record.** Trustee Jumonville seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	Secretary Gagne	ABSTAIN:	NONE

MOTION CARRIED

VIII. LIBRARY DIRECTOR'S REPORT

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

- \$2000 Erickson grant was received
- \$3000 Friends donation was received
- New Technical Services Manager, Bronwen Heneghan, started this week
- Outreach and marketing assistant Sarah Marcheschi resigned to pursue a new full-time opportunity
- Phyllis Ream butterfly garden is complete and open for patron and staff access
- KCGS volunteers logged 93.5 hours working on projects and responding to requests at the Heritage Center
- A new self-checkout machine has been installed for patrons
- Nearly 500 youth and adults have signed up for the summer reading program

IX. LIBRARY STAFF REPORTS

Youth Services Manager Gina Knowlton discussed the outdoor youth space.

X. COMMITTEE REPORTS

1. Personnel – None
2. Policy – None

3. Finance --

- a. Finance committee met in May to discuss draft working budget and salary recommendations. Library budgeted for modest increases in collection development, electronic materials, programming, and operating expenditures.

4. Building and Grounds --

- a. The library has delayed seal coating of the parking lot and maintenance on the detention pond. The intention is to complete these projects in FY '22-23.

XI. APPROVAL OF LIBRARY HOURS, HOLIDAY CLOSING DATES, AND BOARD MEETING DATES

The Library hours, closing dates, and meeting dates were discussed. No changes are recommended. Trustee Jumonville **moved to approve the Library Hours, Holiday Closing Dates, and Board Meeting Dates as presented.** Trustee Cherry seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Secretary Gagne ABSTAIN: NONE

MOTION CARRIED

XII. NON-RESIDENT LIBRARY CARD PARTICIPATION

No changes are recommended to the current Non-Resident Library Card Participation policy. Trustee Jumonville **moved to approve the Non- Resident Library Card Participation Program as presented.** Trustee Cherry seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Secretary Gagne ABSTAIN: NONE

MOTION CARRIED

XIII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:13 p.m. Trustee Casburn moved to **go into Executive Session to discuss items relating to personnel and litigation and to reconvene.** Trustee Jumonville seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Secretary Gagne

ABSTAIN: NONE

MOTION CARRIED

At 8:50 p.m. Trustee Morrison moved to reconvene to the Regular meeting. Trustee Cherry seconded the motion.

XIV. APPROVAL OF SALARIES EFFECTIVE JULY 1, 2022

Vice President Casburn moved to **approve Salaries Effective July 1, 2022, as discussed in Executive Session.** Trustee Cherry seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Secretary Gagne

ABSTAIN: NONE

MOTION CARRIED

XV. OLD BUSINESS

The buddy benches in the outdoor youth space were discussed. No changes will be made.

XVI. NEW BUSINESS

A pride month display in the library was discussed, in response to a patron email. The library will continue to support and promote diverse and inclusive materials.

XVII. ADJOURN

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

AYES: ALL

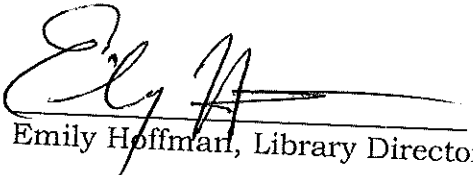
NAYS: NONE

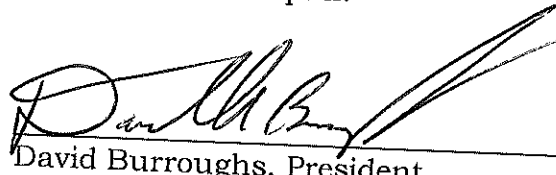
ABSENT: Secretary Gagne

ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 9:08 p.m.


Emily Hoffman, Library Director


David Burroughs, President