

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
MAY 9, 2022**

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

ABSENT: None

ALSO PRESENT: Staff Members Suzann Gemini, and Gina Knowlton; 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.

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

Vice-President Casburn **moved to adopt the agenda as written.** Secretary Gagne 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 April 11, 2022, were discussed.

Trustee Morrison **moved to approve the Regular Session Minutes of April 11, 2022, 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 reported that a few new volunteers have expressed interest in the Friends' work and that the next coffee bar will be held on Saturday, May 14, 2022, from 10:30-noon. The Book Nook continues to thrive.

The plant sale was held on May 6th and 7th. It was a huge success with over 100 dozen plants sold and raffle ticket sales of \$286.00!

VIII. TREASURER'S REPORT

Expenditures for April were marginally above the Library's target due to an increase in regular expenses. As anticipated, no tax income was received in April. There was \$679,233.56 cash on hand on April 30, 2022. 1 CD in the amount of \$250,000.00 matured EOM April; \$150,000 has been reinvested in a CD due EOM July 2022. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for April 2022, and to enter the trial balance ending April 30, 2022, into the public record.** Trustee Jumonville 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:

- The draft working budget was completed
- An impact fee check in the amount of \$13,777.89 was received.
- A raised bed and flowers were purchased, along with a memorial plaque, for a butterfly garden in memory of Phyllis Ream.
- Benches and shade sails were received to continue enhancements to the outdoor youth space.
- Master Gardeners will be volunteering to assist with the benches, sensory gardens, and vegetable gardens in the youth outdoor space. Creative use of volunteers and materials has allowed the

budget for the youth outdoor space to stretch more than originally anticipated.

- The Summer Reading program starts June 1, 2022. Gina Knowlton has been promoting the program at local schools this month.
- ILP hosted an event featuring Nick Offerman and Jeff Tweedy that drew over 5000 participants. Megan Shumaker assisted with tech support.
- Over 56 WE (Welcome to Elburn) bags have been delivered to new residents, including 20 in April.
- The Lawrence J. Martin Heritage Center is open every Friday and once a month on the 2nd Saturdays.

X. READING OF ENGAGEMENT LETTER FROM SIKICH

The Engagement Letter and Statement of Work provided by Brian LeFevre on behalf of Sikich LLP were reviewed. The scope of work for monthly accounting support as well the next annual audit were discussed. Sikich has been very supportive, responsive, and professional. Trustee Morrison **moved to approve the Sikich Engagement Letter dated April 4, 2022.** Trustee Stock seconded the motion.

ROLL CALL VOTE:

AYES:	Burroughs	Casburn
	Cherry	Gagne
	Jumonville	Morrison
	Stock	

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XI. LIBRARY STAFF REPORTS

As submitted by Library staff.

XII. COMMITTEE REPORTS

- A. Personnel – None
- B. Policy – None
- C. Finance –
 - a. Finance committee is developing the Draft Working Budget with support of Library Staff.

- b. Employee reviews are ongoing and salary recommendations, including cost of living increases, will be presented at the June, 2022, Board meeting,
- D. Building and Grounds – None

XIII. OLD BUSINESS

None

XIV. NEW BUSINESS

None


XV. ADJOURN

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

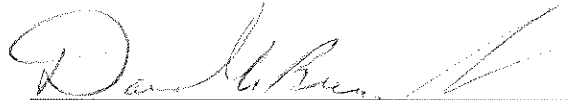
AYES: ALL NAYS: NONE
ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 7:59 p.m.



Kelly Gagne, Secretary



David Burroughs, President