

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
AUGUST 8, 2022**

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

ABSENT: Vice-President Heidi Casburn, and Trustee Rebecca Stock

ALSO PRESENT: Staff Members Tim Fitzpatrick, Bronwen Heneghan, Gina Knowlton, Dwayne Nelson, Kathy Semrick, 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 7:17 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All were present except Vice-President Casburn and Trustee Stock. A quorum was present.

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

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

AYES: ALL

NAYS: NONE

ABSENT: Casburn, Stock

ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Regular and Executive Sessions of the Regular Meeting on July 11, 2022, were discussed.

Trustee Morrison **moved to approve the Regular and Executive Session Minutes of July 11, 2022, as written.** Trustee Cherry seconded the motion.

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

MOTION CARRIED

VI. PUBLIC COMMENT

None

VII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends reported that the Book Nook continues to do well and raised nearly \$200.00 last month, in excess of Pre-Covid monthly funds raised. Special Book Nook pricing will be in effect during Elburn Days.

Joan Hansen indicated that the Friends of the Library has received 2 dozen coupons for free books in the book nook donation jar already in August, indicating the success of the coupon program and rollout.

The Friends of the Library continues to host their Coffee Bar the second Saturday of the month. The Friends of the Library will hold their annual meeting on September 1st.

VIII. TREASURER'S REPORT

This is the first month of the Fiscal Year. Expenditures for July were marginally above the Library's target due to regularly scheduled renewals and seasonal expenses like the Summer Reading program, sealcoating, and publishing of the Program Guide. There was \$1,199,436.71 cash on hand on July 31, 2022. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for July 2022, and to enter the trial balance ending July 31, 2022, into the public record.** Trustee Jumonville seconded the motion.

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

MOTION CARRIED

Vice-President Casburn joined the meeting at 7:25 p.m.

IX. APPROVAL OF INSURANCE RENEWAL

There was consensus to table the discussion for the Insurance Renewal at this time pending Liability Insurance information.

X. COMMITTEE ASSIGNMENTS

Current committee assignments are as follows:

- Finance: President Burroughs and Trustee Jumonville
- Personnel: Vice-President Casburn and Trustee Cherry
- Policy: Secretary Gagne and Trustee Morrison

Director Hoffman indicated that Trustee Stock would like to be assigned to a committee. There is general consensus to allow Trustee Stock to choose which committee she would like to join at a later date.

Secretary Gagne **moved to keep the Committee Assignments as listed for the upcoming year.** Trustee Jumonville seconded the motion.

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

MOTION CARRIED

XI. LIBRARY DIRECTOR'S REPORT

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

- Director Hoffman and staff are working to finalize the IPLAR (Illinois Public Library Annual Report)
- Director Hoffman and staff are working with the new IT team to replace outdated and disruptive staff computers and to update servers as appropriate.
- A new cleaning company has been brought on board following the resignation of long time Library custodians Eloi Ortega and Martin Acosta. Many thanks to them for many years of service keeping the Library clean and well maintained.
- Sealcoating and striping of the parking lot has been completed.
- Staffing continues to be challenging, but new employee onboarding continues, including new circulation clerk Danielle Nugara. Because of staffing shortages, passport assistance is on pause because it is very resource intensive.
- KCGS team has formally moved from their Geneva office to the Heritage Center with the plan to be on-site about once a week at this time.
- 57 new cards were issued.

- 229 new items were added to the collection and spine labels received an update.
- 107 WE bags have been delivered since February with 26 Chamber members participating.
- Staff and volunteer t-shirts are here! Thank you to the Friends for making these possible!
- Page and the rest of the Library team are preparing for the Elburn Days Parade on August 19th!

XII. QUARTERLY REVIEW OF STRATEGIC PLAN

In support of the intended function of the new Strategic Plan as a working, living document, Director Hoffman has highlighted 3 goals for review this quarter.

- **Improve and Expand Library Technology:**
The Library has hired a new IT company that is providing support and updates in addition to long range advice on how best to plan for the future technology of the Library and its staff.
- **Make Spine Labels Consistent for a more Browseable Collection:**
With staffing shortages continuing, departments are working together with more people shelving. Consistent spine labels will help not just patrons by improving browsability but will also help staff shelving. Efforts are ongoing to standardize spine labels and make them larger and easier to interpret. The effort is starting with new books and YA is a priority.
- **Revitalizing the Heritage Center:**
KCGS has moved their headquarters to the Heritage Center with increased volunteer hours and expertise on-site and available for Library patrons to access. KCGS will be partnering with the Library for programming, using Library space and advertising to inform patrons of the ongoing and upcoming resources and activities.

XIII. LIBRARY STAFF REPORTS

Megan Shumaker and Gina Knowlton reported on the success of the summer reading program.

There were 633 total participants this year, an increase over last year, with the following breakdown:

244 Adults
300 Birth-Elementary
90 Teens

Together, participants logged over half a million minutes of reading!

The Summer Reading program Finale was held on Friday with 100-150 people in attendance. This is not as big as pre-covid attendance, but the

event was a success with Cowgirl Shirl and Big Run Wolf Ranch drawing many patrons. Page made an appearance in spite of the heat and Paisano's provided tremendous support to the Library for the event.

XIV. COMMITTEE REPORTS

- A. Personnel – None
- B. Policy – None
- C. Finance – None
- D. Building and Grounds – None

XV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

None

XVI. OLD BUSINESS: SECRETARY'S MINUTES AUDIT

Trustees Cherry and Morrison performed the scheduled Secretary's Minutes Audit to review the minutes on file and ensure completeness of the collection.

XVII. NEW BUSINESS

As part of the stewardship of the Library property, the wetlands at the southwest corner of the Library property will be burned this fall. President Burroughs will meet with the tree trimmer to ensure that the trimming is done in advance of the scheduled burn.

XVIII. ADJOURN

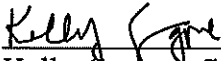
Trustee Morrison **moved to adjourn the meeting.** Trustee Cherry seconded motion.

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 8:47 p.m.



Kelly Gagne, Secretary



David Burroughs, President