

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
SEPTEMBER 12, 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 Tim Fitzpatrick, Suzann Gemini, Bronwen Heneghan, 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 7:16 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**

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

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

**MOTION CARRIED**

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

Minutes for the Regular Meeting on August 8, 2022, were discussed.

Trustee Morrison **moved to approve the Regular Meeting Minutes of August 8, 2022, as written.** Trustee Cherry seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>NONE</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 continues to do well and raised nearly \$215.50 last month, in excess of the \$178.75 raised last year. Special Book Nook pricing was in effect during Elburn Days.

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 1<sup>st</sup>. There will be no change in the Friends' officers in the coming year, but previous Board members are playing active roles in the Friends' organization.

**VIII. TREASURER'S REPORT**

Expenditures for August were marginally above the Library's target, but not significantly. The Library received \$19,594.37 in tax distribution in August. The Library does not currently hold any CDs, but will be investigation CD options going forward. There was \$1,109,898.89 cash on hand on August 31, 2022. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for August 2022, and to enter the trial balance ending August 31, 2022, into the public record.**

Secretary Gagne seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

**IX. APPROVAL OF INSURANCE RENEWAL**

The Commercial Insurance Coverage Policy renewal prepared by Westfield National Insurance Company was reviewed. There is an annual increase of approximately \$1100 over last year for Workman's Compensation coverage and \$950 for Commercial Property and Liability coverage. The increases are consistent with industry wide increases for similar coverage. Secretary Gagne **moved to approve the renewal of the Commercial Insurance Coverage Policy as presented.** Trustee Morrison seconded the motion.

**ROLL CALL VOTE:**

**AYES:**            **Burroughs    Casburn**  
                         **Cherry        Gagne**  
                         **Jumonville   Morrison**  
                         **Stock**

**NAYES:**        **NONE**

**ABSENT:**      **NONE**

**ABSTAIN:**     **NONE**

**MOTION CARRIED**

**X.    LIBRARY DIRECTOR'S REPORT**

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

- Director Hoffman and staff finalized and submitted the IPLAR (Illinois Public Library Annual Report).
- Director Hoffman and staff worked with the new IT team to replace outdated and disruptive staff computers and to update security processes.
- Director Hoffman and staff worked to develop a new Board reporting structure.
- Staffing continues to be challenging and staff has been very supportive to help fill gaps.
- Page Turner did a wonderful job at Elburn days and received much support and enthusiasm from the community.
- Banned Book week is in September and is more relevant than ever. Upcoming programming will include the topic of challenged books.
- Fall programming began on September 6. We are seeing large numbers of participants across our Youth and Adult programs.
- 35 new cards were issued.
- 312 new items were added to the collection and spine labels received an update.

**XI.   LIBRARY STAFF REPORTS**

Bulletin costs are increasing as paper costs have risen dramatically recently. Changes to the print bulletin are being made to maintain the level of content while reducing the costs. The Library will work with the KCGS to include cross pollination of programs and publicity.

Hybrid programming is expected to remain in the post pandemic environment at the Library. Patrons have responded well to the hybrid model programming, and it is anticipated that some level of hybrid programs will be offered going forward.



**XVI. ADJOURN**

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

**AYES: ALL**

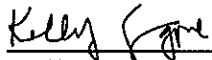
**NAYS: NONE**

**ABSENT: NONE**

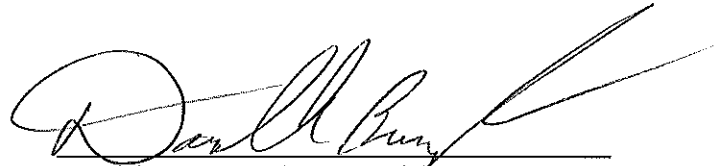
**ABSTAIN: NONE**

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 9:03 p.m.



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Kelly Gagne, Secretary



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David Burroughs, President

