

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
OCTOBER 10, 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, Jackie Hasenbalg, Dwayne Nelson, and Kathy Semrick; 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 7:18 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.** Trustee Cherry seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

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

Minutes for the Special Meeting, the Regular Meeting, and the Executive Session of the Regular Meeting on September 12, 2022, were discussed.

Trustee Morrison **moved to approve Minutes for the Special Meeting, the Regular Meeting, and the Executive Session of the Regular Meeting on September 12, 2022, as written.** Trustee Cherry seconded the motion.

**IX. LIBRARY DIRECTOR REPORT**

Director Hoffman and Library staff have finished up the revised reporting structure for Library Statistics. The new format was presented to the Board and was well received by all. The new format provides significant amounts of information in an easy to read and intuitive way.

- November will be the Special Meeting for Public Hearing and Adoption of the Levy Ordinance.
- The Retention Pond area will be undergoing a planned burn in November/December as the weather and staffing allow.
- Director Hoffman and staff attended webinars discussion best practice when dealing with public challenges of programming and materials.
- Director Hoffman and staff worked to schedule activities for the Holiday Stroll including appearances by Page Turner, Magic Matt, and Mrs. Claus, as well as karaoke and crafts.
- 50% of Library District citizens are current Library card holders. This is in line with the national average.
- Programs are proceeding in the current hybrid model and continue to be well attended.

**X. LIBRARY STAFF REPORTS**

None

**XI. COMMITTEE REPORTS**

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

**XII. RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED**

Discussion was held regarding the process and guidelines used for estimating funds and the advice provided by Sikich, LLC. At 8:16 p.m. Secretary Gagne **moved to approve RESOLUTION NO. 2022-1: RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR 2022-2023 FISCAL YEAR as written.** Trustee Morrison seconded the motion.

Vice-President Casburn **moved to adjourn the meeting.** Secretary Gagne seconded the motion.

**AYES: ALL**

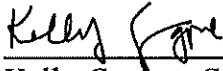
**NAYS: NONE**

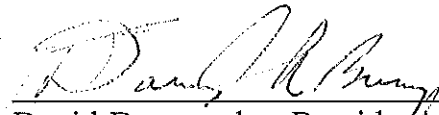
**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:12 p.m.

  
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Kelly Gagne, Secretary

  
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David Burroughs, President