

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
NOVEMBER 14, 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, Dwayne Nelson, Kathy Semrick, Megan Shumaker; Friends of the Library President Joan Hansen. Scott Wood, Health Insurance Agent.

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 7:20 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 Jumonville **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 Regular Session of the Regular Meeting on October 10, 2022 were discussed.

Trustee Cherry **moved to approve Minutes for the Regular Meeting on October 10, 2022, as amended.** Trustee Morrison seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

VI. PUBLIC COMMENT

None

VII. PRESENTATION BY HEALTH INSURANCE AGENT-SCOTT WOOD

Insurance Agent Scott discussed the annual review done of what are the best options for the Library's employee insurance plan. As is done annually, inquiries were made to various insurance companies with good reputations that provide insurance comparable to the current coverage provided by the Library to its staff. As has been the case for many years, Blue Cross Blue Shield offered an attractive package that retained coverage levels currently offered with minimal increase in premiums.

Delta Dental continued to offer good coverage with a minimal premium increase and a 2-year rate guarantee. Vision coverage was renewed with the current carrier and coverage.

VIII. DISCUSSION OF STAFF HEALTH INSURANCE PROPOSALS

The Employee Health, Dental, and Vision Insurance renewal recommendations prepared by Scott Wood were reviewed. There is a consensus that Library staff is pleased with its current coverage levels and providers. The increases are consistent with industrywide increases for similar coverage. Trustee Jumonville **moved to approve the Blue Cross Blue Shield Health Insurance coverage and the Delta Dental coverage as presented by Scott Wood for Library staff.** Vice-President Casburn seconded the motion.

ROLL CALL VOTE:

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

NAYES: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

IX. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends reported that the Book Nook continues to do well, raising a record \$293.00 last month. Election day alone accounted for nearly \$100 in funds raised. An unsolicited donation of \$100 was made by the Glickman family from Connecticut.

Friends President Joan Hansen was happy to announce that the Elburn Chamber of Commerce selected the Friends of the Library as one of the recipients of a \$1000 donation to 501C3 local charities. The intention is to use the funds donated to update the Front Desk.

Thank you to Joan Hansen and the Friends!

The Friends' November Coffee Bar was well attended and will continue to be held on the first Saturday of the month through April.

X. TREASURER'S REPORT

Expenditures for November were a little up from the monthly target, but this was largely due to annual one-time expenses including new computer equipment and the server warranty. The Library received \$165,383.98 in tax distribution in October. No significant additional tax distributions are expected for the fiscal year. There was \$1,507,992.91 cash on hand on October 31, 2022. There is a CD due to mature in December. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for October 2022, and to enter the trial balance ending October 31, 2022, into the public record.** Trustee Morrison seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XI. LIBRARY DIRECTOR REPORT

Director Hoffman and Library staff presented the October 2022, statistics using the new reporting structure they developed.

- Public Policies are due for a review and an upgrade. 5 or 6 need an update and have been sent to our legal counsel for review. Included in the policies needing an update are the Internet Usage Policy, the Meeting Room Scheduling Policy, and the Bulletin Board Policy. The

goal is to have the revised policies in question provided to the Policy Committee by the end of the year for review.

- The Library hosted the Elburn Chamber of Commerce meeting, giving the Chamber a good sense of the Library and what we have to offer the community. Chamber members were given Page Turner bookmarks and Book Nook coupons.
- Over 600 people participated in early voting at the Library, likely the highest number ever.
- 1300 people voted at the Library on election day.
- New memberships were up to 51% of residents holding Library cards, putting us above the national average.
- Visitor count was up in November, likely because of the election traffic.
- The number of programs offered this year is ~200, which is an increase from last year.
- Social Media numbers continue to increase generally, after a dip related to election activities.

XII. QUARTERLY REVIEW OF STRATEGIC PLAN

- **Goal:** Improve the browsability of the adult collection to encourage a patron-friendly experience
- **Status:** 5 Year Weeding Schedule has been developed. Will begin in January 2023. Inventory Schedule has been developed.
- **Goal:** Create an outdoor welcoming space for community connection, educational exploration, and programming
- **Status:** Outdoor family space has been completed. Patrons were surveyed about the space, asking for specific elements to be added like outdoor heating, a birdbath, and a rain barrel. These items have been purchased with the last of the Grant money received. The space will be called the family den.
- **Goal:** Provide STEAM & DEI Kits that elevate creative and critical thinking and facilitate family discussions
- **Status:** 3 additional STEAM kits have been ordered and material is being assembled for DE&I kits.
- **Goal:** Increase the diversity and inclusivity of the collection
- **Status:** 28% of books purchased in 2022 for the adult collection represent diverse populations.
- **Goal:** Introduce a Library Mascot at regular and special library programs and events
- **Status:** Page Turner has made 11 public appearances and has been well received. 434 people voted in the naming contest. 2302 people saw the Facebook post with Page's unveiling, the highest number to date for the Library.

XIII. PER CAPITA GRANT DISCUSSION

Director Hoffman presented the Board with a checklist of the Per Capita Grant. As part of the annual review, we need to assess where the Library is strong and where we have opportunities for improvement. Director Hoffman highlighted areas for additional discussion included the following:

- Library to conduct review to determine if the library is providing facilities, collections, and services to meet the needs of the community. This area is addressed in the Strategic Plan, but needs to be repeated at least every 5 years.
- Library has written succession Plan. The Library currently does not have a written Succession Plan. Director Hoffman has reached out to area Libraries for examples.
- At least every 5 years, the Board directs a review of the Library's long-term space needs. While we have done long-term space planning, this activity needs to be put on a schedule for reassessment and review.
- Library should have a Capital Projects List.
- Library should strive to be as environmentally friendly as possible. Repairs and refurbishments have been done taking environmental impact into consideration during the decision-making process. This needs to continue for both incremental change as well as larger impact programs, including, but not limited to, any long-term space adjustments.
- The safety section indicates that the Library should have a NARCAN kit. Further investigation and inquiry is required.
- Library Internet policy is to be reviewed annually. The Library Internet Policy is currently under review. Annual review needs to be added to the calendar at a suitable time.

XIV. LIBRARY STAFF REPORTS

None.

XV. COMMITTEE REPORTS

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

XVI. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

None.

XVII. OLD BUSINESS

The Library has a snow removal contract in place in anticipation of upcoming winter weather events.

XVIII. NEW BUSINESS

None.

XIX. ADJOURN

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

AYES: ALL NAYS: NONE

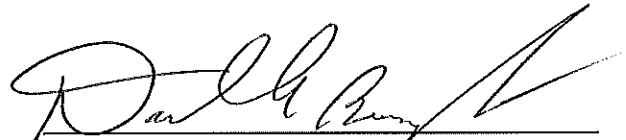
ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:46 p.m.



Kelly Gagne, Secretary



David Burroughs, President