MINUTES OF THE REGULAR MEETING BOARD OF TRUSTEES TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT APRIL 10, 2023

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

ABSENT: None

ALSO PRESENT: Staff Members Tim Fitzpatrick, Suzann Gemini, Bronwen

Heneghan, Megan Shumaker, and Kathy Semrick; Friends of the Library President Joan Hansen; Carl Klemaier and

Matt Timko, members of the public.

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.

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

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

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Discussion of Minutes for the Regular Session of the Regular Meeting on March 13, 2023, were tabled until the April 2023, meeting.

VI. PUBLIC COMMENT

Matt Timko and Carl Klemaier introduced themselves to the Board and expressed interest in learning more about volunteering on the Board.

VII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library recognized Director Hoffman on the anniversary of the beginning of her tenure at the Library. Joan reported that the Book Nook continues to do very well. The Friends of the Library coffee bar was well attended this month, but future sessions are on hiatus. The annual plant sale is coming up on May 12 and May 13th, 2023 and pre-ordering is live on-line as of today.

VIII. TREASURER'S REPORT

Expenditures for February were at the monthly target. 75% months through the fiscal year, the Library has spent approximately 75% of the working budget. There was \$1,001,859.62 cash on hand on March 31, 2023. Acting Treasurer Burroughs moved to approve the Treasurer's Report for March 2023, and to enter the trial balance ending March 31, 2023, into the public record. Secretary Gagne seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

IX. LIBRARY DIRECTOR REPORT

- Director Hoffman reported that work continues on the draft working budget, with the plan to work with the Finance committee to present a draft budget to the full Board at the regular June meeting. We will be receiving approximately \$100,000 more than last year, which will likely go toward the new server.
- The IMRF audit was completed and went well.
- In light of the upcoming budget discussions, an annual update to the Library pay structures and grades was done with the assistance of HR Source. During the process, HR Source recommended that the Library benchmark our pay structures and grades to stay current.
- The burn of the retention area is scheduled for April 11, weather permitting.
- The Library recognizes its volunteers in the month April, including the Friends, the KCGS team, and the Board Trustees.
- Preparations are underway for the summer reading program. The program starts June 1st with the theme "Find your Voice."
- Patron traffic is up 66% over last year, with a noticeable increase in high schoolers visits to the Library.
- The Elburn State of the Village Dinner was attended by Director Hoffman, Business Manager Suzann Gemini, and Board President

David Burroughs. The Library received great feedback on the services and support we provide to the community.

X. DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY

As mentioned at the March meeting, some guidance about the committee requirements have been provided. The Committee is required to meet at least 3 times. Suzann Gemini and Bronwen Heneghan have volunteered to represent the Library staff on the committee. The internal target will be to complete the required report by the end of the calendar year, but the requirement is 18 months.

Trustee Jumonville moved to form a Committee to study local efficiencies and prepare a written report with any recommendations on efficiencies, as required by the DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY ACT, 50 ILCS 70/1. Trustee Krall seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XI. LIBRARY STAFF REPORTS

Covered in Section IX.

XII. COMMITTEE REPORTS

- A. Personnel None
- B. Policy None
- C. Finance Meeting to discuss draft working budget
- D. Building and Grounds None

Secretary Gagne moved to approve the amended *Circulation* policy. Trustee Morrison seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XIII. PRESENTATION FOR HEIDI CASBURN AND KAREN MORRISON

Trustees Casburn and Morrison were presented with gifts from the Library, in appreciation for their dedication and service to the Library and to the community. Thank you Heidi and Karen!

XIV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:12 p.m. Secretary Gagne moved to go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take no action. Trustee Krall seconded the motion.

ROLL CALL VOTE:

AYES:

Burroughs

Casburn

Cherry

Gagne Krall

Jumonville

Morrison

NAYS:

NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

At 8:35 p.m. Vice-President Casburn moved to reconvene to the Regular meeting to take no action. Trustee Morrison seconded the motion.

XV. OLD BUSINESS

None.

XVI. NEW BUSINESS

None.

XVII. ADJOURN

Trustee Morrison moved to adjourn the meeting. Vice-President Casburn 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 8:37 p.m.

Kelly Gagne, Secretary

David Burroughs, President