

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
FEBRUARY 13, 2023**

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

ABSENT: Vice-President Heidi Casburn and Trustee Rebecca Stock

ALSO PRESENT: Staff Members Suzann Gemini, Bronwen Heneghan, and Kathy Semrick; Friends of the Library President Joan Hansen; Jenine Mehr, member 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 except Vice-President Casburn and Trustee Stock.

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

Trustee Jumonville **moved to adopt the agenda as written.** Trustee Morrison 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 Session of the Regular Meeting on January 9, 2023, were discussed.

Trustee Cherry **moved to approve Minutes for the Regular Session of the Regular Meeting on January 9, 2023, as written.** Trustee Morrison seconded the motion.

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

MOTION CARRIED

VI. PUBLIC COMMENT

None

VII. ACCEPTANCE OF REBECCA STOCK RESIGNATION

Director Hoffman informed the Board that Trustee Rebecca Stock tendered a letter of resignation to Director Hoffman, effective immediately. Trustee Morrison **moved to accept the resignation of Trustee Stock.** Trustee Jumonville seconded the motion.

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

MOTION CARRIED

VIII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported that the Book Nook continues to do well, raising \$278 last month. The Friends of the Library coffee bar sessions continue to be held the second Saturday of the month with 16 people in attendance at February's gathering. The annual plant sale dates have been set for May 12 and May 13th, 2023.

IX. TREASURER'S REPORT

Expenditures for January were in line with the monthly target. 7 months through the fiscal year, the Library has spent approximately 51% of the working budget. This reflects continued progress toward the long-term budgetary goals for the Library. There was \$1,215,841.97 cash on hand on January 31, 2023. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for January 2023, and to enter the trial balance ending January 31, 2023, into the public record.** Secretary Gagne seconded the motion.

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

MOTION CARRIED

X. LIBRARY DIRECTOR REPORT

Director Hoffman and Library staff presented the January 2023, statistics using the new reporting structure they developed.

- Per Capita Grant and Erickson Grant were submitted.
- Director Hoffman spoke with Sikich LLC about the procedure(s) for establishing a Special Fund Balance. A Special Fund Balance is established by ordinance, which can be created anytime.
- New carpet was installed in the large meeting room.
- Updates to the Circulation Desk are ongoing.
- Tuckpointing of the building will need to be scheduled as part of the Library's required maintenance. Building Manager Veague and Director Hoffman are looking into a grant that could cover ~30% of the estimated cost.
- IT advised that our servers are reaching the end of their expected life and will need to be replaced in calendar year 2023.
- Library Staff participated in on-line NARCAN training through the Kane County Health Department.
- Passport appointments continue to be a popular service. New scheduling process is being used to keep the process organized. Currently, 4 Library Staff members are processing passports with 1 more onboarding to assist.
- Book a Techie appointments increased significantly this month.
- Programs and program attendance were up in January.

XI. QUARTERLY REVIEW OF STRATEGIC PLAN

- **Goal:** Improve the browsability of the adult collection to encourage a patron-friendly experience
- **Status:** Scheduled weeding in Travel Section (Adult Dept) and Picture Books (Children Dept) is ongoing. 1st choice for weeded books is given to the Friends, then to area Little Lending Libraries.
- **Goal:** Increase the diversity and inclusivity of the collection and program offerings
- **Status:** Ongoing efforts continue to expand diversity and inclusivity in the collection and programs.
- **Goal:** Increase Library cardholders, bring in new, non, and lapsed users
- **Status:** The Library took on a lead role in the Chamber WE program, gathering materials and delivering them to 160 new Elburn residents. The Program Guides will be added to future WE materials when Guides are available. The Library Youth Department will be represented at the John Stewart Kindergarten Registration to raise awareness and encourage patrons to come to the Library and get Library cards.

- **Goal:** Introduce a Library Mascot at regular and special Library programs and events
- **Status:** Page Turner was introduced and is well integrated into the Library's marketing materials and promotions. Page has been well received by our patrons.
- **Goal:** Plan for future capital needs of the Library
- **Status:** Significant progress has been made toward reaching the Library's long term budget goal of having 3 months operating costs in reserve. Next steps in the process include the initiation of a Special Fund Balance.

XII. LIBRARY STAFF REPORTS

Covered in Section X.

XIII. COMMITTEE REPORTS

- A. Personnel – None
- B. Policy – Feedback from legal counsel still pending regarding the Circulation policy and the age of eligibility for the Cards for Kids program. Fund Balance Policy sent to legal counsel for review. When Fund Balance policy is approved, we can proceed with ordinance to set up Special Fund.
- C. Finance – None
- D. Building and Grounds – None

Trustee Morrison **moved to approve the amended *Facility Use; Gifts, Donations, and Memorials; and Computer and Internet Use policies as presented, as well as the Fund Balance policy as written.*** Trustee Cherry seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Casburn

ABSTAIN: NONE

MOTION CARRIED

XIV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

None.

XV. OLD BUSINESS

None.

XVI. NEW BUSINESS

None.

XVII. ADJOURN

Secretary Gagne moved to adjourn the meeting. Trustee Cherry seconded the motion.

AYES: ALL

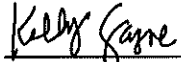
NAYS: NONE

ABSENT: Casburn

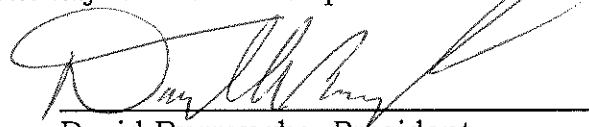
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:20 p.m.



Kelly Gagne, Secretary



David Burroughs, President