

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

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

ABSENT: Trustee Ann Jumonville

ALSO PRESENT: Staff Members Suzann Gemini, Bronwen Heneghan, and Kathy Semrick; Friends of the Library President Joan Hansen; Mike Gombar, Dan Krall, 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 except Trustee Jumonville.

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

Vice-President Casburn **moved to adopt the agenda as written.** Trustee Morrison seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Jumonville

ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Regular Session of the Regular Meeting on February 13, 2023, were discussed.

Trustee Morrison **moved to approve Minutes for the Regular Session of the Regular Meeting on February 13, 2023, as written.** Trustee Cherry seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Jumonville

ABSTAIN: Casburn

MOTION CARRIED

VI. PUBLIC COMMENT

None

VII. TRUSTEE OATH OF OFFICE

Brandi Krall was administered the Oath of Office and installed as a Trustee on the Town and Country Public Library District Board

VIII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported that the Book Nook continues to do well, raising \$200 last month. The Friends of the Library coffee bar sessions continue to be held the second Saturday of the month with 12-13 people in attendance at March's gathering. The annual plant sale is coming up on May 12 and May 13th, 2023 and preparations are well under way.

IX. TREASURER'S REPORT

Expenditures for February were below the monthly target. 8 months through the fiscal year, the Library has spent approximately 67% of the working budget. This reflects continued progress toward the long-term budgetary goals for the Library. A CD in the amount of \$250,000.00 matured at the end of February. Another in the same amount is due to mature at the end of March, with an additional CD in the amount of \$100,000 coming due the end of April. There was \$1,115,661.24 cash on hand on February 28, 2023. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for February 2023, and to enter the trial balance ending February 28, 2023, into the public record.** Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Jumonville

ABSTAIN: NONE

MOTION CARRIED

X. LIBRARY DIRECTOR REPORT

- Director Hoffman reported that research has begun 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.
- The KCGS reported on the sustained work being done by volunteers to catalog materials, as well as the 29 visitors welcomed between December 2022, and February 2023. presented the February 2023, statistics.
- Passport appointments continue to be a popular service. An additional staff member, Thaddeus Thompson, completed training to become the Library's 5^t passport agent.
- RAILS webinar about technological advances and their potential impact on the future of Libraries.
- ILA held a meetup with freshmen Illinois Senators and Representatives. Among the topics discussed was how to protect the ability of Illinois Libraries to acquire materials.
- 52% of residents are cardholders, which is an increase.
- Both physical and digital checkouts are up over February 2022.
- Attendance for both Youth and Adult programs continues to be up.

XI. LIBRARY STAFF REPORTS

Covered in Section X.

XII. COMMITTEE REPORTS

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

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

AYES: ALL NAYS: NONE

ABSENT: Jumonville ABSTAIN: NONE

MOTION CARRIED

XIII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

None.

XIV. OLD BUSINESS

