

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

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

ABSENT: Trustee Matt Timko

ALSO PRESENT: Staff Members Suzann Gemini, Bronwen Heneghan, Gina Knowlton, Megan Shumaker, and Kathy Semrick; Friends of the Library President Joan Hansen; Denis Ryan and Christine Porter, 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 7:18 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All were present except Trustee Timko.

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

Vice-President Cherry **moved to adopt the agenda as written.** Trustee Jumonville seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: TIMKO

ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Executive Session of the Regular Meeting of April 10, 2023, the Regular Session of the Special Meeting on June 5, 2023, the Regular Session of the Regular Meeting on June 12, 2023, and the Executive Session of the Regular Meeting on June 12, 2023, were discussed. Trustee Jumonville **moved to approve Minutes from the Executive Session of the Regular Meeting of April 10, 2023, the Regular Session of the Special Meeting on June 5, 2023, and the Executive Session of the**

Regular Meeting on June 12, 2023, as written, and from the Regular Session of the Regular Meeting on June 12, 2023, as amended.
Trustee Krall seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: TIMKO

ABSTAIN: GAGNE

MOTION CARRIED

VI. PUBLIC COMMENT

Denis Ryan of the public asked the Board questions about State funding of the Library. President Burroughs discussed Library funding, including the per Capita Grant, and our adherence to all requirements associated with the per Capita Grant as well as the original Grant helping to build the current Library building.

VII. TRUSTEE OATH OF OFFICE

The Oath of Office was administered to new Trustee Christine Porter, who were sworn in by Board President David Burroughs.

VIII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported that the Book Nook continues to do very well, bringing in over \$210 in June. Approximately 2 dozen coupons were used in the Book Nook, demonstrating successful distribution of Book Nook coupons. The Friends of the Library donated toward the outdoor Patio space of the Library, and took photographs of the Friends gathered on the Patio in their Library T-shirts. Thank you, Friends!

IX. TREASURER'S REPORT

Expenditures for June were above the monthly target due to 1-time annual expenses. At the end of the Fiscal Year, the Library was 11% under budget, allowing for continued rebuilding of the Library's financial reserve. The June tax distribution was \$726,082.48. There was \$1,470,560.99 cash on hand on June 30, 2023. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for June 2023, and to enter the trial balance ending June 30, 2023, into the public record.** Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: TIMKO

ABSTAIN: NONE

MOTION CARRIED

X. ELECTION OF OFFICERS

Board Officers were discussed, with the consensus that the officers for a 2-year period, effective immediately, are as follows:

President: David Burroughs
Vice-President: Mary Cherry
Treasurer: Ann Jumonville
Secretary: Kelly Gagne

Trustee Krall **moved to seat Town and Country Public Library Board of Trustee Officers as listed above for the 2-year period effective immediately.** Secretary Gagne seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: TIMKO ABSTAIN: NONE

MOTION CARRIED

XI. ELECTION OF OFFICERS

Board Committee assignments were discussed, with the consensus that the Board Committee assignments are as follows:

Personnel: Mary Cherry and Brandi Krall
Policy: Kelly Gagne and Christine Porter
Finance: David Burroughs and Ann Jumonville
Building and Grounds: Not needed at this time

Trustee Krall **moved to assign Town and Country Public Library Board members to Board Committees as listed above for the 2-year period effective immediately.** Vice-President Cherry seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: TIMKO ABSTAIN: NONE

MOTION CARRIED

XII. LIBRARY DIRECTOR REPORT

- Director Hoffman reported that the June tax distribution, the largest of the year, was received in the amount of \$726,082.48.
- On-boarding of Catherine Whittier, our new Circulation Clerk was completed. Welcome Catherine!

- Kathy Semrick, Jackie Hasenbalg, and Megan Shumaker attended the 2023 ALA Conference in Chicago. Bronwen Heneghan and Director Hoffman attended the Exhibit Hall.
- Kathy Semrick and Megan Shumaker summarized some of the programs they attended at the ALA Conference, including Community Engagement, Library Advocacy, and Social Media uses for Professional Development.
- KCGS has been in contact with Aurora University regarding a potential partnership with their curator studies students.
- The Library is moving forward with the plan to tuckpoint and power wash the building.
- 528 patrons are currently registered for summer reading.

The Board thanks Director Hoffman for her dedication to and stewardship of the Library during unprecedented and difficult times. Thank you Director Hoffman!

XIII. QUARTERLY REVIEW OF STRATEGIC PLAN

Service Initiative: **Make spine labels consistent for a more browsable collection for patrons and staff**

- Spine Label replacement effort is ongoing to make the labels easier to read and more consistent across the Library departments.
- Larger font is being used on the labels.
- Discussions about identifying and eliminating redundancy in labeling are ongoing.
- The picture book collection is being identified by genre to improve browsability.

Service Initiative: **Improve browsability of collection to encourage a patron friendly experience**

- Weeding is ongoing, focusing currently on Travel, Test Preparation, and Adult Fiction.

Service Initiative: **Provide STEAM & DEI Kits that elevate creative and critical thinking and facilitate family discussions**

- 8 new kits were added with 4 different themes promoting inclusivity and support

Service Initiative: **Increase the diversity and inclusivity of the collection**

- 24% of new materials added to the collection represent BIPOC, members of the LGBTQ+ community, persons living with disabilities or neurodiversity, and other minority cultures or perspectives, exceeding the 20% target for the fiscal year.

Service Initiative: **Identify revenue opportunities and plan for future capital needs**

- Director Hoffman and Library staff have managed the finances throughout the fiscal year to stay under budget, allowing the Library to make progress on the long term goal of having 6 months of operating expenses in reserve.
- Director Hoffman and Library staff applied for a Building Grant to defray some of the costs of tuckpointing of the building.
- Director Hoffman and Library staff continue to connect with new and existing businesses in Elburn to build relationships and encourage future partnerships.

XIV. LIBRARY STAFF REPORTS

Covered in Section XII.

XV. COMMITTEE REPORTS

A. Personnel –

The job description for Library Executive Director was reviewed by Deiters and Todd, who made some recommendations for revisions.

The job posting for Library Executive Director has been distributed with a deadline for interested candidates of 7/28/23.

B. Policy – None

C. Finance – None

D. Building and Grounds – None

President Burroughs **moved to approve the job description for the Executive Director of the Town and Country Public Library District as amended.** Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: TIMKO

ABSTAIN: NONE

MOTION CARRIED

XVI. SECRETARY'S MINUTES AUDIT

Secretary Gagne **moved that Vice-President Cherry and Treasurer Jumonville audit the Secretary's Minutes.** Trustee Krall seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: TIMKO

ABSTAIN: NONE

MOTION CARRIED

XIX. OLD BUSINESS

None.

XX. NEW BUSINESS

None.

XXI. ADJOURN

Treasurer Jumonville **moved to adjourn the meeting.** Vice-President Cherry seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: TIMKO

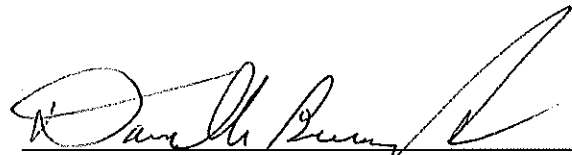
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:38 p.m.



Kelly Gagne, Secretary



David Burroughs, President