

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
June 12, 2023**

PRESENT: President David Burroughs, and Trustees, Mary Cherry, Ann Jumonville, Brandi Krall, and Matt Timko; Library Director Emily Hoffman.

ABSENT: Secretary Kelly Gagne

ALSO PRESENT: Staff Members Tim Fitzpatrick, Suzann Gemini, Megan Shumaker, and Kathy Semrick; Friends of the Library President Joan Hansen; Gene Jannece, Melinda Linscott 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 7:15 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All were present except Secretary Kelly Gagne.

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

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

AYES: ALL

NAYS: NONE

ABSENT: Gagne

ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Special Session of the Special Meeting on May 31, 2023, the Regular Session of the Regular Meeting on May 8, 2023, and the Decennial Committee of the Regular Meeting on May 8, 2023 were discussed. Trustee Jumonville **moved to approve Minutes from the Special Session of the Special Meeting on May 31, 2023, as written and from the Regular Session of the Regular Meeting on May 8, 2023,**

and the Decennial Committee of the Regular Meeting on May 8, 2023, as amended. Trustee Cherry seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Gagne ABSTAIN: NONE

MOTION CARRIED

VI. PUBLIC COMMENT

Gene Jannece, Melinda Linscott and Christine Porter introduced themselves to the Board and expressed interest in learning more about volunteering on the Board. They shared their experience and interest in the Library and the Board. President Burroughs and Director Hoffman discussed the roles and responsibilities of the Board Trustees and their relationship to the Library Director and Staff. There is currently one Board position open.

VII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported a successful Plant Sale on the weekend of May 12th. 96 dozen plants and 50 baskets were sold. The Plant Sale and Raffle generated a total \$3,500. Joan presented Director Hoffman with a check. Joan reported that the Book Nook continues to do very well, bringing in over \$200 a month. There may be a reduction in sales due to the coupons given for the summer reading program. Joan informed the Board that the Coffee Bar will resume on the 2nd Saturday of the month beginning in September 2023. The Board and Director Hoffman thank Joan and the Friends of the Library for their hard work and support for the library.

VIII. TREASURER'S REPORT

Expenditures for the last 3 months have been under budget, this month we are a bit over due to insurance renewals and end of year expenses, total expenses 121, 168.31. 92% through the fiscal year, the Library has spent approximately 80.4% of the working budget. The Library holds a CD in the amount of \$250,000 that will mature at the end of the month. There is also another CD for the amount of \$200,000 that will be maturing at the end of August. We received the first installment for real estate taxes, further investments will be discussed at a future meeting. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for May 2023, and to enter the trial balance ending May 31, 2023, into the public record.** Trustee Cherry seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Gagne

ABSTAIN: NONE

MOTION CARRIED

FINANCE COMMITTEE UPDATE

The finance committee met and went over the next fiscal year budget. \$600,000 is a place holder for property taxes that will be updated as of July 1, 2023.

1.574 million from property tax distributions over the next couple months. Director Hoffman estimated about \$35,000 of income that will come from grants, donations, impact fees, passports. Director Hoffman hopes to order more books and offer more programming. The IMRF Rate will be increasing 7.21% in 2024. There may be new employees that will be added to IMRF in the coming months. Unpredictable expenses, include building maintenance and repair lines. Some areas include HVAC, Tuck pointing and masonry. There is \$15,000 cash on hand as a cushion for potential unforeseen expenses. Acting Treasurer Burroughs **moved to adopt the working budget for fiscal year 2023-2024.**

Trustee Jumonville moved to accept the motion; Trustee Cherry seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Gagne

ABSTAIN: NONE

MOTION CARRIED

IX. ROLL CALL

President Burroughs requested the roll be called. All were present except Secretary Kelly Gagne.

X. LIBRARY DIRECTOR REPORT

- Director Hoffman reports that Governor Pritzker signed Illinois House Bill 2789 which includes the protection against attempts to ban, remove or otherwise restrict access to books or other materials.
- Welcome new Circulation Clerk, Sharon DeSalvo. She will be a seasonal staff for the summer.
- Director Hoffman attended a recent Chamber of Commerce meeting where planning and scheduling of the Elburn Stroll was discussed. They also picked up the welcome bag program again for new residents of the community. They were able to deliver 35 bags last month and library materials were replenished for distribution.
- Karen Morrison sent Director Hoffman a quarterly update from the Heritage Center. Volunteer hours include March: 71 hours April: 65

hours May: 55 hours. They reported having more walk-ins to the center in the last few months with a total of 16 visitors. They have they have now fully processed the Elburn Herald Publishing Records and they continue working on the house history projects.

- Library Stats were shared for the month of May. The number of patrons will likely increase due to the summer reading program.
- The summer reading program began on June 1st, currently there are 428 participants registered.
- Social Media numbers have all increased from this time last year.

XI. LIBRARY STAFF REPORTS

Covered in Section X.

XII. COMMITTEE REPORTS

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

XIII. LIBRARY HOURS, CLOSING DATES AND BOARD MEETING DATES

President Burroughs entertains a motion to for the approval of **Library Hours, Holiday/Closing Dates and Board Meeting Dates for the coming fiscal year.**

Trustee Jumonville **moved to accept the motion** Trustee Cherry seconded the motion.

AYES: ALL	NAYS: NONE
ABSENT: Gagne	ABSTAIN: NONE

MOTION CARRIED

XIV. NON-RESIDENT LIBRARY CARD PARTICIPATION PROGRAM

President Burroughs entertains a motion to for the approval of the **Non-Resident Library Card Participation Program.**

Trustee Timko **moved to accept the motion** Trustee Cherry seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Gagne ABSTAIN: NONE

MOTION CARRIED

XV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:00 p.m. Trustee Jumonville **moved to go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action.** Trustee Cherry seconded the motion.

ROLL CALL VOTE:

**AYES: Burroughs Cherry
Jumonville Timko
Krall**

NAYS: NONE

ABSENT: Gagne ABSTAIN: NONE

MOTION CARRIED

At 8:49 p.m. Trustee Cherry **moved to reconvene to the Regular meeting to take action.** Trustee Timko seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Gagne , Burroughs ABSTAIN: NONE

MOTION CARRIED

XVI. ROLL CALL

Trustee Jumoville requested the roll be called. All were present except President David Burroughs and Secretary Kelly Gagne.

XVII. APPROVAL OF STAFF SALARIES EFFECTIVE JULY 1, 2023

Trustee Jumoville entertains a motion to for the approval of the **Approval of Staff Salaries Effective July 1, 2023.**

Trustee Krall **moved to accept the motion** Trustee Cherry seconded the motion.

XVIII. OLD BUSINESS

None.

XIX. NEW BUSINESS

The candidacy of prospective Trustees was placed on hold for the July meeting.

XX. ADJOURN

At 8:52pm Trustee Cherry **moved to adjourn the meeting.** Trustee Timko seconded the motion

AYES: ALL

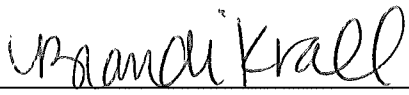
NAYS: NONE

ABSENT: Gagne , Burrroughs

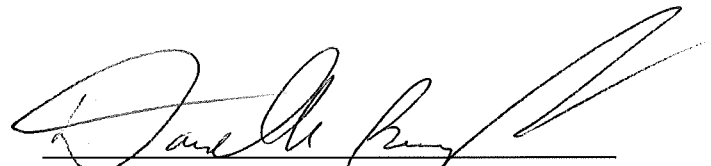
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:52p.m.



Brandi Krall, Trustee



David Burroughs, President