

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
MAY 8, 2023**

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

ABSENT: Trustee Mary Cherry

ALSO PRESENT: Staff Members Tim Fitzpatrick, Suzann Gemini, Bronwen Heneghan, Gina Knowlton, Megan Shumaker, and Kathy Semrick; Friends of the Library President Joan Hansen; Sue Butcher 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 7:25 p.m.

II. ROLL CALL

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

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

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

AYES: ALL

NAYS: NONE

ABSENT: CHERRY

ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Regular Session of the Regular Meeting on March 13, 2023, the Regular Session of the Regular Meeting on April 10, 2023, and the Executive Session of the Regular Meeting on April 10, 2023 were discussed. Trustee Morrison **moved to approve Minutes from the Regular Session of the Regular Meeting on March 13, 2023, as written and from the Regular Session of the Regular Meeting on April 10,**

2023, and the Executive Session of the Regular Meeting on April 10, 2023, as amended. Vice-President Casburn seconded the motion.

AYES: ALL NAYS: NONE
ABSENT: CHERRY ABSTAIN: NONE

MOTION CARRIED

VI. TRUSTEE OATH OF OFFICE

The Oath of Office was administered to Trustees Ann Jumonville and Kelly Gagne, who were sworn in by Board President David Burroughs.

VII. PUBLIC COMMENT

Ann Butcher and Matt Timko introduced themselves to the Board and expressed interest in learning more about volunteering on the Board. They shared their interests in the Library and the Board. Trustees and Director Hoffman discussed the roles and responsibilities of the Board Trustees and their relationship to the Library Director and Staff.

VIII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported that the preparations for the Plant Sale on the weekend of May 12th are well in hand. 90 dozen plants and 36 baskets have been ordered. Joan reported that the Book Nook continues to do very well, bringing in over \$200 a month.

IX. TREASURER'S REPORT

Expenditures for February were below the monthly target. 83% through the fiscal year, the Library has spent approximately 73% of the working budget. The Library had a \$250,000 CD that matured the end of March. \$200,000 of that CD was rolled over to a CD maturing the end of August. The Library holds another CD that will mature at the end of May. There was \$919,600.91 cash on hand on April 30, 2023. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for April 2023, and to enter the trial balance ending April 30, 2023, into the public record.** Secretary Gagne seconded the motion.

AYES: ALL NAYS: NONE
ABSENT: CHERRY ABSTAIN: NONE

MOTION CARRIED

X. LIBRARY DIRECTOR REPORT

- Director Hoffman reported that the draft working budget has been completed.
- Staff evaluations have begun with salaries to be discussed in the June meeting as part of the budget discussions.
- The Library received an impact fee check in the amount of \$16,183.47.
- The HP Server warranty will extend, providing additional time for the Library to replace them.
- National Library Week and National Library Workers Day were well celebrated at the Library! With a focus on the right to read, the theme was *There's More to the Story*. Daily social media posts highlighted the activities and importance of the week and patron participation was highly encouraged.
- The Library is seeing an increase in field trips from local schools.
- Adult Services, Youth Services, and Circulation are working together to prepare for the Summer Reading program. The Youth Department presented in person at Lily Lake and on-line for Kaneland schools.

XI. READING OF ENGAGEMENT LETTER FROM SIKICH

The engagement letter from Sikich LLP regarding renewal of their accounting assistance was reviewed and discussed. Sikich has been a reliable resource to assist Office Manager Suzann Gemini with the accounting activities for the Library.

Trustee Jumonville **moved to accept the Engagement Letter from Sikich LLP for Monthly Accounting Support.** Trustee Krall seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	CHERRY	ABSTAIN:	NONE

MOTION CARRIED

XII. LIBRARY STAFF REPORTS

Covered in Section X.

XIII. COMMITTEE REPORTS

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

XIV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:25 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 Krall seconded the motion.

ROLL CALL VOTE:

AYES:	Burroughs Jumonville	Gagne Krall
NAYS:	NONE	
ABSENT:	Cherry	ABSTAIN: NONE

MOTION CARRIED

At 8:58 p.m. Trustee Krall **moved to reconvene to the Regular meeting to take action.** Secretary Gagne seconded the motion.

Trustee Krall **moved to accept the Resignation of Director Emily Hoffman, effective July 28, 2023.** Secretary Gagne seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	CHERRY	ABSTAIN:	NONE

MOTION CARRIED

Thank you Director Hoffman for your professionalism, dedication, and effective stewardship.

XV. OLD BUSINESS

None.

XVI. NEW BUSINESS

The candidacy of prospective Trustees Butcher and Timko were discussed.

XVII. ADJOURN

Trustee Jumonville **moved to adjourn the meeting.** Trustee Krall seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: CHERRY

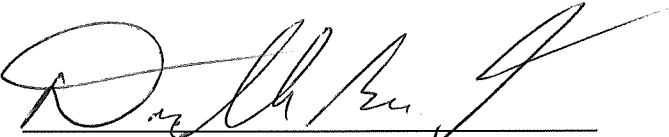
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 9:03 p.m.



Kelly Gagne, Secretary



David Burroughs, President