

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
AUGUST 14, 2023**

PRESENT: President David Burroughs, Vice-President Mary Cherry, Treasurer Ann Jumonville, Secretary Kelly Gagne, and Trustees Brandi Krall, Christine Porter, and Matt Timko; Library Interim Director Suzann Gemini.

ABSENT: NONE

ALSO PRESENT: Staff Members Tim Fitzpatrick, Bronwen Heneghan, Gina Knowlton, Megan Shumaker, and Kathy Semrick; Friends of the Library President Joan Hansen.

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.

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

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

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

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Regular Session of the Regular Meeting on July 10, 2023, were discussed. Trustee Krall **moved to approve Minutes from the Regular Session of the Regular Meeting on July 10, 2023, as written.** Trustee Timko seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	NONE	ABSTAIN:	GAGNE

MOTION CARRIED

VI. PUBLIC COMMENT

None

VII. 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 \$179 in July. Special Pricing for Elburn Days is in place for the Book Nook. Former Trustee Karen Morrison helped set up the Book Nook in preparation for Elburn Days. The annual Friends of the Library Board Meeting will be held on September 7th at 7:00 pm. The friends will be hosting their Coffee Bar on the second Saturdays of September, October, November and December.

VIII. APPROVAL OF INSURANCE RENEWAL

Colleen King and Maria Dominguez with Assured Partners discussed the proposals for the Library's insurance coverage renewal, including Workman's Compensation, Executive Risk Policy, Crime Liability, and Commercial Package. The cost for coverage comparable to previous years is \$12,284, up from \$10,321 last year, consistent with market factors. Vice-President Cherry **moved to renew the insurance coverage for the Library as presented by Assured Partners.** Secretary Gagne seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

IX. TREASURER'S REPORT

At the end of the first month of the Fiscal Year, the Library expenses were in line with financial goals. The July tax distribution was \$64,231.38. Per Capita Grant in the amount of \$17,438.94 was received in July. There was \$1,424,957.72 cash on hand on July 31, 2023. Trustee Krall **moved to approve the Treasurer's Report for July 2023, and to enter the trial balance ending July 31, 2023, into the public record.** Vice-President Cherry seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

X. INTERIM LIBRARY DIRECTOR REPORT

- Interim Director Gemini reported that the tax distribution for the year to date is \$849,811.56.
- There was 1 FOIA request received in July.
- IPLAR has been submitted.
- The public restroom was vandalized twice in 1 week; the bathrooms are closed until we get the permanent soap dispensers replaced.
- The roof drains need to be replaced due to leakage at the seals. The replacement cost is \$4650.
- Power washing and tuckpointing was completed.
- Interim Director Gemini and Megan Shumaker attended the Elburn Chamber of Commerce meeting. Topics discussed included the Elburn Days and the Christmas Stroll.

XI. LIBRARY STAFF REPORTS

Adult Services Manager Megan Shumaker reported on the summer reading program. Approximately 100 people attended the summer reading program finale held on August 4, 2023. 564 people participated in the Summer Reading program, reading a total of 670,000 minutes, or 171 hours/day.

Youth Services Manager Gina Knowlton reported that participation in programming continues to be high and patron feedback is positive. The Star Party was a successful new edition to Library programming, and perennial favorite Flower Arranging Class has been expanded to (2) back to back sessions to accommodate more people.

Circulation Manager Kathy Semrick reported that the summer reading program signup went very smoothly this year. Patrons have reached out to provide positive feedback on the program and its ease of use.

Technical Services Manager Bronwen Heneghan reported that spine label replacement is ongoing and that collection inventory has recovered missing items.

Communication Manager Tim Fitzpatrick reported that the new Program Guide is out, featuring the artwork of a young adult patron on the cover. New Library T-Shirts were given to all artists submitting artwork for consideration for the Program Guide cover. The Program Guide has been

reorganized to sort programs by type of programming rather than by age group to improve browsability.

XII. COMMITTEE REPORTS

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

XIII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 7:57 p.m. Trustee Krall **moved to go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action.** Trustee Timko seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

At 8:18 p.m. Treasurer Jumonville **moved to reconvene to the Regular meeting to take action.** Vice-President Cherry seconded the motion.

Treasurer Jumonville **moved to approve compensation for the Interim Director as discussed in Executive Session.** Trustee Timko seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

XIV. OLD BUSINESS

None.

XV. NEW BUSINESS

Secretary Gagne **moved to approve a travel allowance of \$0.655 per mile, hotel, and \$100 food allowance, the total of which is not to exceed \$1000 for out of town Executive Director Candidate.** Trustee Timko seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XVI. ADJOURN

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

AYES: ALL

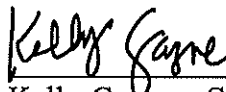
NAYS: NONE

ABSENT: NONE

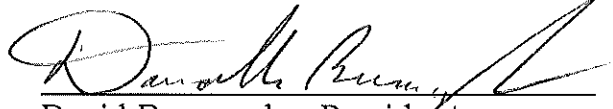
ABSTAIN: NONE

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