

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OCTOBER 9, 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 7:16 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 Krall seconded the motion.

| | | | |
|----------------|-------------|-----------------|-------------|
| AYES: | ALL | NAYS: | NONE |
| ABSENT: | NONE | ABSTAIN: | NONE |

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the following meetings were discussed:

- Special Meetings on August 29, 2023, August 31, 2023, and September 28, 2023
- Executive Sessions of the Special Meetings on August 29, 2023, August 31, 2023, and September 28, 2023
- Regular Session of the Regular Meeting on September 11, 2023
- Executive Session of the Regular Meeting on September 11, 2023

Trustee Krall **moved to approve the Minutes from the Special Meeting on August 29, 2023, as amended.** Trustee Timko seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

Treasurer Jumonville **moved to approve Minutes from the Special Meetings on August 31, 2023, and September 28, 2023; the Executive Sessions of the Special Meetings on August 29, 2023, August 31, 2023, and September 28, 2023; the Regular Session of the Regular Meeting on September 11, 2023, and the Executive Session of the Regular Meeting on September 11, 2023, as written.** Trustee Porter seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

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 \$218.75 in September. Halloween books are out and December Holiday books will be brought out to the Book Nook starting November 10, 2023. The Friends of the Library made a donation to the Town and Country Public Library District in the amount of \$500, with \$250 earmarked for the youth department and \$250 earmarked for outreach activities. Thank you very much Friends!

VIII. TREASURER'S REPORT

Expenses in September were in line with goals. At the end of the first fiscal quarter, the Library has spent about 25% of the fiscal year budget. The September tax distribution was \$509,191.61, up ~\$23,000 from last year. The Library holds (6) CDs in the amount of \$240,000 per CD with differing maturity dates. The Library has \$1,716,688.84 cash on hand on September 30, 2023. Treasurer Jumonville **moved to approve the Treasurer's Report for September 2023, and to enter the trial balance ending September 30, 2023, into the public record.**

Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

IX. INTERIM LIBRARY DIRECTOR REPORT

- Interim Director Gemini reported that the Budget and Appropriations Ordinance has been filed with the Kane County Clerk and published in the newspaper.
- Interim Director Gemini is working with the Library Staff and Sikich, LLC on the audit.
- September tax distribution was \$509,191.61, up from \$477,052.86 in 2022.
- Discussions are ongoing with how to allocate the \$3000 donation from the Friends of the Library.
- A laptop station was set up for National Voter Registration Day
- Programming for January-May of 2024 is in progress
- Programming continues to be popular, with highlights including Storytime with Elburn Firefighters, Let's Build It – Crazy Circuits, Paranormal Illinois, Genealogy Seekers, and our regular Film Club, Yoga, and Spanish classes.

X. LIBRARY STAFF REPORTS

Adult Services Manager Megan Shumaker reported that programming for Jan-May of 2023 is nearly completed.

Youth Services Manager Gina Knowlton reported that discussions for allocating the Friends of the Library Donation include activities and supplies for Sensory Story Time, Sensory Playtime, as well as puzzles for early childhood patrons.

Circulation Manager Kathy Semrick reported that the Library continues to be a busy and bustling place.

Technical Services Manager Bronwen Heneghan spine label replacement is ongoing, with over 750 picture books assigned genres and relabeled. The effort is up to S in Fiction. New spine label covers that contain UV protection to prevent fading from sunlight.

Communication Manager Tim Fitzpatrick reported that the A to B testing is being done on Facebook and Instagram to see which links get the most traffic. This is being done in support of the marketing goal to get people in our programs and in our building.

Interim Director Gemini and Adult Services Manager Megan Shumaker attended the Chamber of Commerce meeting. The Stroll is scheduled for December 2, 2023, and the COC seems to be doing a good job of organizing the activities.

XI. COMMITTEE REPORTS

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

XII. RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED

Trustee Timko moved to approve RESOLUTION 2023-1 TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR 2023-2024 FISCAL YEAR. Vice-President Cherry seconded the motion.

ROLL CALL VOTE:

| | | |
|--------------|------------------|-------------------|
| AYES: | Burroughs | Cherry |
| | Gagne | Jumonville |
| | Krall | Porter |
| | Timko | |

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XIII. APPROVE DATE FOR TRUTH IN TAXATION HEARING

Treasurer Jumonville moved to approve the date of November 13, 2023, at 7:00 p.m. for the TRUTH IN TAXATION HEARING. Vice-President Cherry seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XIV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 7:44 p.m. Trustee Timko moved to go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action. Vice-President Cherry seconded the motion.

ROLL CALL VOTE:

| | | |
|--------------|------------------|-------------------|
| AYES: | Burroughs | Cherry |
| | Gagne | Jumonville |
| | Krall | Porter |
| | Timko | |

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

At 8:00 p.m. Vice-President Cherry **moved to reconvene to the Regular meeting to take action.** Treasurer Jumonville seconded the motion.

XV. APPROVAL OF INTERIM DIRECTOR TRANSITION COMPENSATION

Trustee Krall **moved to approve the Interim Director Transition Compensation as discussed in Executive Session.** Vice-President Cherry seconded the motion.

ROLL CALL VOTE:

| | | |
|--------------|------------------|-------------------|
| AYES: | Burroughs | Cherry |
| | Gagne | Jumonville |
| | Krall | Porter |
| | Timko | |

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XVI. OLD BUSINESS

None.

XVII. NEW BUSINESS

The snow removal contract for the Library is in place.

XVIII. ADJOURN

Trustee Timko **moved to adjourn the meeting.** Vice-President Cherry seconded the motion.

AYES: ALL

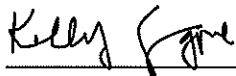
NAYS: NONE

ABSENT: NONE

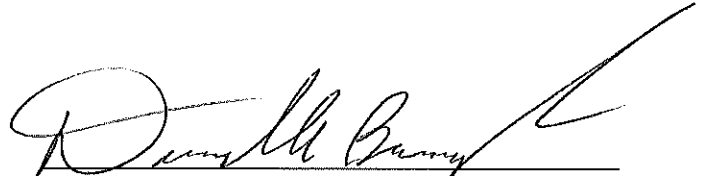
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:05 p.m.



Kelly Gagne, Secretary



David Burroughs, President