

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
NOVEMBER 13, 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 Director Megan Shumaker.

ABSENT: NONE

ALSO PRESENT: Staff Members Tim Fitzpatrick, Suzann Gemini, Bronwen Heneghan, 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

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

- Regular Session of the Regular Meeting on October 9, 2023
- Executive Session of the Regular Meeting on October 9, 2023
- Regular Session of the Special Meeting on October 23, 2023
- Executive Session of the Special Meeting on October 23, 2023

ROLL CALL VOTE:

AYES: **Burroughs** **Cherry**
 Gagne **Jumonville**
 Krall **Porter**
 Timko

NAYS: **NONE**

ABSENT: **NONE** **ABSTAIN: NONE**

MOTION CARRIED

IX. STAFF IN SERVICE DAY

Scheduling of a Staff In-Service Day was discussed. February 2, 2024, was presented as the preferred day for the Staff In-Service Day. Trustee Timko **moved to approve February 2, 2024, as the Staff In-Servie Day.** Vice-President Cherry seconded the motion.

AYES: **ALL** **NAYS:** **NONE**

ABSENT: **NONE** **ABSTAIN:** **NONE**

MOTION CARRIED

X. APPROVAL TO PURCHASE PRE-PAID BLOCK OF TIME FOR SERVER TO TEAMS MIGRATION

Discussion of a proposal from Outsource IT Solutions Group to backup the Library IT Systems to the Cloud instead of a Server. The migration is expected to save the Library both Monthly as well as in costs for the new Server that is required to support the Library's needs. The need to carefully and thoroughly review the migration plan to ensure that the migration is complete and as seamless as possible was emphasized. Trustee Krall **moved to approve the purchase of 100 Hours @\$145/hour from Outsource IT Solutions Group for the Server to Teams Migration.** Trustee Timko seconded the motion.

ROLL CALL VOTE:

AYES: **Burroughs** **Cherry**
 Gagne **Jumonville**
 Krall **Porter**
 Timko

NAYS: **NONE**

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XI. TREASURER'S REPORT

Expenses in October were below the target for maintaining the Library's long term financial goals. 1/3 through the fiscal year, the Library expenses are at 30.6% of budgeted. The October tax distribution was \$181,239.83. The Library received a \$500 donation from the Friends of the Library. Thank you Friends!

The Library had (1) CDs in the amount of \$240,000 mature on October 20, 2023, which was rolled over to mature on July 31, 2024. The Library has another CD in the amount of \$240,000 maturing in December 2023. The Library had \$1,799,772.67 cash on hand on October 31, 2023.

Treasurer Jumonville **moved to approve the Treasurer's Report for October 2023, and to enter the trial balance ending October 31, 2023, into the public record.** Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XII. LIBRARY DIRECTOR REPORT

- Welcome to the new Library Director, Megan Shumaker! The Meet and Greet with the new Director will be held on November 17th.
- Onboarding and training of incoming Director Shumaker began, including attendance at the Chamber of Commerce meeting, attending a webinar on the new Paid Leave for All Workers Act, a 3-part course on Human Resources for Library Managers, OMA and FOIA training.
- Director Shumaker began holding 1-on-1 meetings with each staff member.
- Director Shumaker sent out inquiries for patrons to join the Decennial Committee.
- The Adult Services Manager position has been posted and applications are coming in.
- Programming continues to be popular, with highlights including a Halloween Scavenger Hunt, Midday Monday with Edgar Allen Poe, Oktoberfest with the Classroom Kitchen, and Fall Wreaths with Crafterwork. Our regular Film Club, Yoga, and Spanish classes continue to be well attended and well received.

XIII. LIBRARY STAFF REPORTS

Youth Services Manager Gina Knowlton reported that they have been in contact with new local businesses Abracadoodle and Elevations Dance as potential programming partners. Work continues to attract Tweens to the Library with targeted programming like Watercolor Holiday Cards. Program for January through May has been finalized.

Acting Adult Services Megan Shumaker reports that the Mid-Day Monday program in October was on Edgar Allan Poe. Programming continues to be well attended and the hybrid approach is still being used effectively to reach as many patrons as possible.

Circulation Manager Kathy Semrick reported that the Library continues to be a busy and bustling place. Passport application processing is stable.

Technical Services Manager Bronwen Heneghan reported spine label replacement is ongoing, with over 970 books relabeled in November. The effort to genrify and relabel the picture books is almost complete.

Communication Manager Tim Fitzpatrick reported that the announcement of Megan Shumaker as the new Library Director was posted on November 1, 2023, and received a great and supportive response on social media. Manager Fitzpatrick attended a webinar related to the 1st Amendment and social media and recommends a review and revision to relevant Library Policies.

XIV. COMMITTEE REPORTS

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

XV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:02 p.m. Treasurer Jumonville **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 Gagne Krall Timko	Cherry Jumonville Porter
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NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

At 8:08 p.m. Trustee Timko **moved to reconvene to the Regular meeting to take no action.** Vice-President Cherry seconded the motion.

XVI. OLD BUSINESS

None.

XVII. NEW BUSINESS

None.

XVIII. ADJOURN

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

AYES: ALL

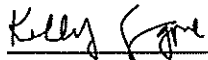
NAYS: NONE

ABSENT: NONE

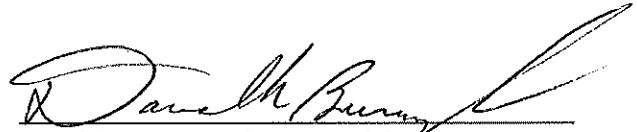
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:10 p.m.



Kelly Gagne, Secretary



David Burroughs, President