

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
DECEMBER 11, 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, Brian LeFevre of Sikich LLP.

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

Treasurer Jumonville **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)

Discussion of minutes from the Special, Regular, and Executive Sessions of the November 13, 2023, were tabled until the January 2024, meeting.

VI. PUBLIC COMMENT

None

VII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported that the special Holiday Book Nook is doing very well, bringing in over \$300 since mid-November. The December Coffee Bar was well attended and included a cookie exchange. Because of new member support and high levels of attendance, the Coffee Bar will continue in the new year, generally held on the second Saturday of the month from 10:30-12:00.

VIII. PRESENTATION BY AUDITOR

Brian LeFevre, CPA, MBA, of Sikich LLP presented the Annual Financial Report for the Year Ending June 30, 2023. Brian LeFevre indicated that the Sikich audit team was offering a highest level, or unmodified opinion for the audit they performed.

The audit reflected the continued growth in the net positive position for the Library, with the recommendation to sustain the ongoing efforts to improve the net positive position. The audit reflects the approach to close out the small levy funds and allocate to a consolidated General fund.

The audit went smoothly and on a timely basis with Library staff well organized and in full support of the auditor's efforts. Thank you Suzie and Library Staff for supporting this effort!

Based on the financial buffer achieved by the Library, the auditors recommend that the Library review the creation of a Special Reserve Fund for any funds in excess of the desired buffer amount. The Special Reserve Fund is created through a ordinance and would be identified for future capital expenditures. The best time to establish a Special Reserve Fund is post audit in the current Fiscal Year.

The IMRF Assets and Liability were discussed with the Auditor indicating that the Library's current funding of the IMRF liability is typical and that the percentage of funding will increase rapidly in the coming years.

IX. APPROVAL OF ANNUAL AUDIT

Treasurer Jumonville **moved to approve the Annual Audit for the Fiscal Year Ending June 30, 2023, as presented by Brian LeFevre of Sikich, LLP.** 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

X. TREASURER'S REPORT

Expenses in November were in line with the Library's long term financial goals. 5 months (42%) through the fiscal year, the Library expenses are at 38% of budgeted.

The Library has CDs in the amount of \$240,000 maturing in December 2023, January 2024, February 2024, and April 2024. The Library had \$1,688,921.49 cash on hand on November 30, 2023. Treasurer Jumonville **moved to approve the Treasurer's Report for November 2023, and to enter the trial balance ending November 30, 2023, into the public record.** Trustee Krall seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XI. APPOINTMENT OF AUTHORIZED IMRF AGENT

Discussion about replacing former Director Hoffman as the authorized IMRF agent took place. Secretary Gagne **moved to appoint Director Megan Shumaker and Business Manager Suzann Gemini as Authorized IMRF Agents for the Library.** Trustee Timko 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 was held on November 17th and was well attended and well received.
- The Christmas stroll was a huge success, with approximately 800 strollers visiting the Library and over 330 balloon creations distributed to visiting children.

- Director Shumaker reported working with staff to plan the upcoming In-Service Day, conducting phone interviews for the Adult Services Manager position, revising outdated policies.
- Ongoing activities/training in the new role of Director included meeting with Dan Bostrom from RAILS and attending the Directors Meeting in Malta.
- Work on the Per Capita Grant is progress with areas to review identified, including the following:
 - Assessment of Library's success in meeting Community needs
 - Development of a Succession Plan
 - Space Needs Assessment
- Programming continues to be popular, with highlights including Needle Felted Trees and Wet Felted Thanksgiving Harvest, Rosie the Riveter, Medicare Basics, Shipwrecks: Treasures of the Great Lakes, and Yarn Wrapped Ornaments. Our regular Film Club, Yoga, and Spanish classes continue to be well attended and well received.
- The SWAN app is not functional and the replacement is pending.

XIII. LIBRARY STAFF REPORTS

As Noted in the Director's Report

XIV. COMMITTEE REPORTS

A. Personnel – None

B. Policy –

- a. Social Media Policy needs more exploration and development but is not time sensitive.
- b. Collection Development Policy: January 1st new legislation comes into effect (HB2789) protecting the freedom of libraries to acquire materials without external limitations. The Collection Development Policy will be revised to reference this new legislation.
- c. The Employee Handbook Vacation Policy has been revised to be in compliance with the new The One Day Rest In Seven Act (ODRISA) legislation.
- d. The Employee Handbook Attendance Policy has been revised to reflect current legislation.
- e. The Employee Handbook Breaks and Meal Periods Policy has been revised to reflect current legislation.

C. Finance – None

D. Building and Grounds – None

Trustee Porter **moved to approve the revised Collection Development Policy and the revised Employee Handbook as amended.** Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

None.

XVI. OLD BUSINESS

None.

XVII. NEW BUSINESS

None.

XVIII. ADJOURN

Trustee Timko **moved to adjourn the meeting.** Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

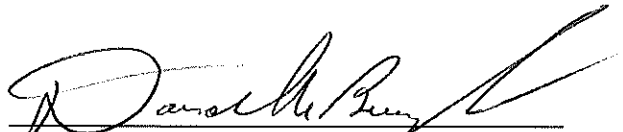
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:40 p.m.



Kelly Gagne, Secretary



David Burroughs, President

