

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
JANUARY 8, 2024**

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 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 7:17 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 from the Special, Regular, and Executive Sessions of the Regular meeting on November 13, 2023, as well as the Regular Session of the Regular meeting on December 11, 2023, were discussed. Vice-President Cherry **moved to approve the minutes from the Special, Regular, and Executive Sessions of the Regular meeting on November 13, 2023, and the Regular Session of the Regular meeting on December 8, 2023, as written.** Treasurer Jumonville 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 special Holiday Book Nook was one of the most successful in its 13-year history, bringing in over \$770.

The January Coffee Bar will be held on Saturday January 13th from 10:30 am-12:00.

VIII. TREASURER'S REPORT

Expenses in December were in line with the Library's long term financial goals. 6 months (50%) through the fiscal year, the Library expenses are at 45% of budgeted.

The Library had (1) CDs in the amount of \$240,000 mature in December 2023. The funds were rolled over into another CD. The Library has CDs in the amount of \$240,000 maturing in January 2024, February 2024, April 2024, June 2024, and July 2024. The Library had \$1,583,494.09 cash on hand on December 31, 2023. **Treasurer Jumonville moved to approve the Treasurer's Report for December 2023, and to enter the trial balance ending December 31, 2023, into the public record.**

Trustee Krall seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

IX. TRANSFER FUNDS TO SPECIAL RESERVE

Discussion about transferring funds to a special reserve fund took place. Secretary Gagne **moved to retain 3 months of budgeted spending in the General Fund and to set up a Special Fund with the balance.**

Trustee Timko seconded the motion.

ROLL CALL VOTE:

AYES:	Burroughs	Cherry
	Gagne	Jumonville
	Krall	Porter

Timko

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

X. SCHEDULE DECENNIAL COMMITTEE MEETING

Next steps in the Decennial Committee process were discussed. 2 additional meetings need to be held with the participation of a minimum of 2 Library patrons. Director Shumaker indicated that she has identified volunteer patrons willing to join the Decennial Committee. The next meeting will be used to identify current status and outstanding tasks. The 3rd meeting will be to compile the collected information in preparation to file with the County. The required timeline is completion within 18 months of initiation. Secretary Gagne **moved to hold the Decennial Committee Meeting on March 11, 2024, at 7:00pm in advance of the Regular Meeting.** Trustee Timko seconded the motion.

XI. LIBRARY DIRECTOR REPORT

- Director Shumaker reported continued work with staff to plan the upcoming In-Service Day
- Director Shumaker and staff conducted in-person interviews for the Adult Services Manager position and extended an offer to one of the candidates. Anticipated start date for the new Adult Services Manager is January 25, 2024.
- Submitted the Per Capita Grant
- Filed the audit with the County Clerk's Office
- Attended informational webinar on construction grants offered through the State Library.
- Continued training through webinars related to the budget and levy
- The Library hosted the Chamber of Commerce meeting on January 4, 2024
- The new program schedule has been very well received, with 761 registrations processed in the first 4 hours!
- Programming highlights include Holiday Felt-Tied Wreath, Floral Arranging Holiday Centerpiece, Lucy! – a 1-woman musical about Lucille Ball. Our regular Film Club had record numbers in December for viewings of The Princess Bride and Home Alone.

XII. LIBRARY STAFF REPORTS

As Noted in the Director's Report

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

None.

XV. OLD BUSINESS

None.

XVI. NEW BUSINESS

As a general reminder, it was noted that the Library will cancel programming if the Kaneland School District is closed due to inclement weather.

XVII. ADJOURN

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

AYES: ALL

NAYS: NONE

ABSENT: NONE

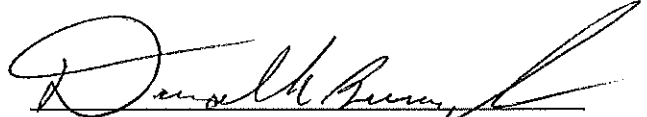
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:03 p.m.



Kelly Gagne, Secretary



David Burroughs, President