MINUTES OF THE REGULAR MEETING BOARD OF TRUSTEES TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT FEBRUARY 12, 2024

PRESENT: Vice-President Mary Cherry, Treasurer Ann Jumonville, Secretary Kelly Gagne, and Trustees Brandi Krall, Christine Porter, and Matt Timko; Library Director Megan Shumaker.

ABSENT: President David Burroughs

ALSO PRESENT: Staff Members Tim Fitzpatrick, Jamie Gehin, Bronwen

Heneghan, and Kathy Semrick; Friends of the Library

President Joan Hansen.

I. CALL TO ORDER

Vice-President Cherry 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

Vice-President Cherry requested the roll be called. All were present except President Burroughs.

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

Secretary Gagne **moved to adopt the agenda as written.** Treasurer Jumonville seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Burroughs ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes from the Regular Session of the Regular meeting on January 8, 2024, were discussed. Treasurer Jumonville moved to approve the minutes from the Regular Session of the Regular meeting on January 8, 2024, as amended. Trustee Krall seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Burroughs ABSTAIN: NONE

MOTION CARRIED

VI. PUBLIC COMMENT

None

VII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported that January was another successful month, bringing in over \$285.

The February Coffee Bar will be held on Saturday February 17th from 10:30 am-12:00. The annual Plant Sale is scheduled for May 10th and 11th.

VIII. TREASURER'S REPORT

Expenses in January included repair of the Library heating system but were generally in line with the Library's long term financial goals. 58% through the fiscal year, the Library expenses are at 53% of budgeted. The Library had (1) CDs in the amount of \$240,000 mature in January 2024. The funds were rolled over into another CD due to mature in May 2024. The Library had (1) CDs in the amount of \$240,000 called in early; the funds were reinvested in a CD due to mature in April 2024. The Library has CDs in the amount of \$240,000 maturing in February 2024, April 2024, June 2024, July 2024, and October 2024. The Library had \$1,477,124.70 cash on hand on January 31, 2024. Treasurer Jumonville moved to approve the Treasurer's Report for January 2024, and to enter the trial balance ending January 31, 2024, into the public record. Secretary Gagne seconded the motion.

AYES:

ALL

NAYS:

NONE

ABSENT: Burroughs

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 set up a Special Fund and transfer \$300,169.00 into the Special Fund for use on Capital Expenditure projects identified in the Special Reserve Fund Project List.

Treasurer Jumonville seconded the motion.

ROLL CALL VOTE:

AYES:

Cherry

Gagne

Jumonville

Krall

Timko

Porter

NAYS: NONE

ABSENT: Burroughs ABSTAIN: NONE

MOTION CARRIED

X. APPOINT MEGAN SHUMAKER AND SUZANN GEMINI AS FOIA OFFICERS

Vice-Presdent Cherry moved to appoint Director Megan Shumaker and Business Manager Suzann Gemini as FOIA officers for the Library. Treasurer Jumonville seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Burroughs ABSTAIN: NONE

MOTION CARRIED

XI. LIBRARY DIRECTOR REPORT

- Director Shumaker introduced the Library's new Adult Services Manager Jamie Gehin. Welcome Jamie!
- Director Shumaker reported that the in-staff day held on February 2nd went well. It was a busy and productive day covering topics including the following:
 - o New laws affecting employees
 - o Potential uses of Chat GPT for Library staff
 - o Using and assisting patrons with Library apps
 - o Sexual Harassment Prevention Training
 - o Mental Health and the Library
 - Workplace Spanish
- The new Library app has been welcomed by patrons. Though some patrons report it is a little slower, most consider it easier to use.
- Attended the Chamber of Commerce meeting on February 1st, 2024, at Lions Park
- The Outreach Team hosted a music performance by Tim Wilsey at the Meadows with 20 attendees
- Planning is underway for the Summer Reading Program
- Over 1600 items were given new spine labels this month. Label work continues on the J Graphic Novel and Adult Audiobook collection.
- Programming highlights including Genealogy Seekers: the Greatest Generation, Winter Paint-Along, Let's Plan a Trip to Europe, AI: Chat GPT & Beyond, Birds of Prey with the Kane County Forest

Preserve, Twoosy Doodlers, Spanish Immersion Storytime, and Sensory Storytime

• Decennial meeting is scheduled for March

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

None.

XVII. ADJOURN

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

AYES:

ALL

NAYS:

NONE

ABSENT: Burroughs

ABSTAIN:

NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 7:44 p.m.