

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
MARCH 11, 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 Jamie Gehin, Suzann Gemini, Bronwen Heneghan, and Kathy Semrick; Friends of the Library President Joan Hansen; Public Helen Gruber

**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 7:25 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 Porter seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>NONE</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

**V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)**

Minutes from the Regular Session of the Regular meeting on February 12, 2024, were discussed. Trustee Krall **moved to approve the minutes from the Regular Session of the Regular meeting on February 12, 2024, as amended.** Vice-President Cherry seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>NONE</b>	<b>ABSTAIN:</b>	<b>Burroughs</b>

**MOTION CARRIED**

**VI. PUBLIC COMMENT**

None

**VII. FRIENDS OF THE LIBRARY**

Joan Hansen of the Friends of the Library reported that February was another successful month, bringing in over \$300, the most for a non holiday month since the Book Nook was started.

The March Coffee Bar was held on March 9<sup>th</sup> from 10:30 am-12:00. The next Coffee Bar will be held on April 13<sup>th</sup> from 10:30 am-12:00. The annual Plant Sale is scheduled for May 10<sup>th</sup> and 11<sup>th</sup> with online ordering expected to go live by April 11<sup>th</sup>, 2024.

**VIII. TREASURER'S REPORT**

Expenses in February were in line with the Library's long term financial goals.

The Library has CDs in the amount of \$125,000 maturing in March 2024, and April 2024, as well as CDs in the amount of \$240,000 maturing in May 2024, June 2024, July 2024, and October 2024. On February 29, 2024, the Library had \$1,075,950.72 cash on hand in the General Fund and \$300,169.00 cash on hand in the Special Reserve Fund for a total of \$1,376,119.72. **Treasurer Jumonville moved to approve the Treasurer's Report for February 2024, and to enter the trial balance ending February 29, 2024, into the public record.**

Secretary Gagne seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>NONE</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

**IX. LIBRARY DIRECTOR REPORT**

- Director Shumaker completed IMRF Authorized Agent training and several continuing education webinars.
- Director Shumaker completed the annual RAILS Certification
- Completed Quarterly Review with OSG (IT), including plan review next fiscal year to potentially change from an a la carte plan to a flat rate fee plan
- The Library is working with the IL Secretary of State's office to set up Mobile Drivers License Services at the Library on May 17<sup>th</sup> from 10am-2pm.

- Completed Quarterly Review of the Strategic Plan with Department Heads
- Planning is underway for the Summer Reading Program as well as summer programming and a “Genealogy Conference” in October 2024
- New spine label work completed on the Youth Graphic Novels and has begun on the Holiday Book Collection.
- Test Prep and non-fiction Adult sections are being weeded.
- Programming highlights including Northern Lights 101, Native Plants classes, Crafterwok: Book Art Heart, Sensory Playtime (23 patrons attending), Chinese Lunar New Year Celebration presented by The Language Labs (20 patrons attending)

**X. LIBRARY STAFF REPORTS**

As Noted in the Director’s Report

**XI. APPOINT MEGAN SHUMAKER AS OMA OFFICER**

Secretary Gagne **moved to appoint Director Megan Shumaker as Open Meeting Act (OMA) officer for the Library.** Trustee Timko seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>NONE</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

**XII. RENEWAL OF THE CAFETERIA PLAN (EPOP)**

Treasurer Jumonville **moved to renew the Cafeteria Plan for Library Staff Health Insurance (EPOP) for the Library.** Vice-President Cherry seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>NONE</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

**XIII. COMMITTEE REPORTS**

- A. Personnel – None
- B. Policy – Policy Committee needs to meet to review and potentially revise the Vacation Policy and the Telecommuting Policy
- 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**

Vice-President Cherry **moved to adjourn the meeting.** Secretary Gagne seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

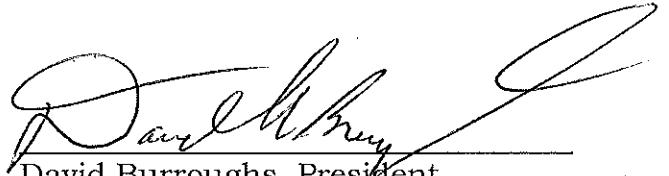
**ABSTAIN: NONE**

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 7:58 p.m.



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Kelly Gagne, Secretary



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David Burroughs, President