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

PRESENT: President David Burroughs, Vice-President Mary Cherry, Treasurer

Ann Jumonville, Secretary Kelly Gagne, and Trustees Brandi Krall,

and Christine Porter; Library Director Megan Shumaker.

Trustee Matt Timko ABSENT:

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

> Gemini, Bronwen Heneghan, and Kathy Semrick; Friends of the Library President Joan Hansen; Public Dennis Ryan

CALL TO ORDER I.

> 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 except Trustee Timko.

ADDITIONS TO THE AGENDA III.

None

IV. ADOPTION OF THE AGENDA

> Vice-President Cherry moved to adopt the agenda as written. Treasurer Jumonville seconded the motion.

> > AYES: ALL

NAYS:

NONE

ABSENT: TIMKO

ABSTAIN: NONE

### **MOTION CARRIED**

v. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes from the Regular Session of the Regular meeting on March 11, 2024, were discussed. Treasurer Jumonville moved to approve the minutes from the Regular Session of the Regular meeting on March 11, 2024, as written. Vice-President Cherry seconded the motion.

AYES:

ALL

NAYS:

NONE

ABSENT: TIMKO

ABSTAIN: NONE

#### MOTION CARRIED

#### VI. PUBLIC COMMENT

Dennis Ryan expressed concerns about the uneven condition sidewalk at the side of the Library and the potential for someone to get hurt. Library Board and Staff assured Dennis Ryan that the Library was aware of the situation and was working to address it.

### VII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported that March was another very successful month for the Book Nook, bringing in over \$345. 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 live on April 11<sup>th</sup>, 2024.

# VIII. TREASURER'S REPORT

Expenses in March were in line with the Library's long term financial goals. 75% of the way through the year, the Library has spent 67% of the budget.

The Library had a CD in the amount of \$125,000 mature in March, 2024. The Library has a CD in the amount of \$125,000 maturing in April 2024, as well as CDs in the amount of \$240,000 maturing in May 2024, June 2024, July 2024, and October 2024. On March 31, 2024, the Library had \$963,876.92 cash on hand in the General Fund and \$300,169.00 cash on hand in the Special Reserve Fund for a total of \$1,264,045.92. Treasurer Jumonville moved to approve the Treasurer's Report for March 2024, and to enter the trial balance ending March 31, 2024, into the public record. Secretary Gagne seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: TIMKO ABSTAIN: NONE

#### MOTION CARRIED

# IX. LIBRARY DIRECTOR REPORT

- Director Shumaker and Adult Services Manager Gehin met with librarians from Waubonsee Community Collete to discuss opportunities for collaboration.
- Director Shumaker attended a budgeting workshop for new library directors hosted by Alex Todd.

- Started working on annual evaluations for the Department Heads. Department Heads working on annual evaluations for their staff.
- Distributed examples of Decennial Committee Reports from similar libraries to committee members.
- Began process of filing an insurance claim for damage caused by lightning strike in early March.
- Hosted activities for National Library Week, including staff lunch and volunteer appreciation.
- Provided 600 pairs of eclipse glasses to the community and fielded over 130 eclipse related calls.
- Continued preparing for Summer Reading program.
- Weeded non-fiction titles on the adult side through the 500s.
- Reminded Board to respond to the request for Statement of Economic Interest.
- The Library has welcomed 2 new clerks and is currently fully staffed.
- Programming Highlights: Great North American Eclipse, Beginning Crochet, Needle-felted Birds, Book-a-Techie, Storytime with Frog and Toad presented by Kaneland Fine Arts Initiative, Spanish Storytime

#### X. LIBRARY STAFF REPORTS

Adult Services Department Manager Gehin reports that summer programming is planned and has been submitted for publication. New programs include a guided hike through the Japanese Gardens.

Signup for summer programs starts on May 13, 2024.

#### XI. COMMITTEE REPORTS

- A. Personnel None
- B. Policy Policy Committee needs to review and potentially revise the Vacation Policy (increments eligible), the Telecommuting Policy (timeline for eligibility)
- C. Finance Finance Committee to meet early May to work on budget
- D. Building and Grounds None

# XII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION None.

### XIII. OLD BUSINESS

The Village of Elburn was awarded an Open Space Lands and Development (OSLAD) Grant for refreshing and refurbishing Prairie Park, adjacent to the Library. Potential project scope may include a band shell and new playground equipment. Village Administrator John Nevenhoven has previously indicated a desire to partner with the Library on planning and future programming at the park. Director Schumaker will reach out to Administrator Nevenhoven.

## XIV. NEW BUSINESS

None.

#### **ADJOURN** XV.

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

AYES:

ALL

NAYS:

NONE

ABSENT: TIMKO

ABSTAIN:

NONE

#### **MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:06 p.m.

David Burroughs, President