# MINUTES OF THE REGULAR MEETING BOARD OF TRUSTEES TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT JUNE 10, 2024

PRESENT: President David Burroughs, Treasurer Ann Jumonville, Secretary

Kelly Gagne, and Trustees Brandi Krall, Christine Porter, and Matt

Timko; Library Director Megan Shumaker.

**ABSENT:** Vice-President Mary Cherry

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

Gemini, Bronwen Heneghan, Gina Knowlton, 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 7:16 p.m.

# II. ROLL CALL

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

### III. ADDITIONS TO THE AGENDA

None

# IV. ADOPTION OF THE AGENDA

Secretary Gagne **moved to adopt the agenda as written.** Trustee Krall seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: CHERRY ABSTAIN: NONE

# **MOTION CARRIED**

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

Minutes from the Regular Session of the Regular meeting on May 13, 2024, were discussed. Treasurer Jumonville moved to approve the minutes from the Regular Session of the Regular meeting on May 13, 2024, as amended. Trustee Porter seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: CHERRY ABSTAIN: TIMKO

# **MOTION CARRIED**

#### VI. PUBLIC COMMENT

None

### VII. FRIENDS OF THE LIBRARY

Friends of the Library President Joan Hansen reported that the Friends of the Library presented a \$4000 check as a donation to the Library. Thank you very much Friends! President Hansen also reported that the Book Nook continues to do well with \$233 raised in May and 53 coupons from the summer reading program received. The Friends Coffee Bar will resume in September.

# VIII. TREASURER'S REPORT

Expenses in May were in line with the Library's long term financial goals. 92% of the way through the fiscal year, the Library has spent 81% of the budget.

The Library received the first of the tax distributions in the amount of \$90,774.04.

The Library has CDs in the amount of \$240,000 maturing in June 2024, July 2024, October 2024, and November 2024. On May 31, 2024, the Library had \$863,280.88 cash on hand in the General Fund and \$300,169.00 cash on hand in the Special Reserve Fund for a total of \$1,163,448.88. Treasurer Jumonville moved to approve the Treasurer's Report for May 2024, and to enter the trial balance ending May 31, 2024, into the public record. Secretary Gagne seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: CHERRY ABSTAIN: NONE

#### **MOTION CARRIED**

# IX. LIBRARY DIRECTOR REPORT

- The first day of summer reading was a big success with significantly more registrants than last year (271 registrants vs. 187 last year)
- Over 150 people walked through the Travelling Science Center
- Registration for summer programs opened on May 13<sup>th</sup> and some program filled up quickly

- The Mobile DMV event had significant participation with over 50 participants estimated
- Director Shumaker and Library completed a draft of the Decennial Committee Report
- Continued work on the budget for the 2024-2025 FY
- Completed annual evaluation meetings for the Department Heads and Outreach Department
- Received and fulfilled (3) FOIA requests
- Kane County Geneaology Society reports that the American Legion wants to donate items to the Heritage Center.
- Programming Highlights: Flower arranging, Film Club, Yoga, "Discover with Me Dance" by Elevations Dance Studio, and "Crazy Circuits" with Afterschool Enrichment Solutions

#### X. LIBRARY STAFF REPORTS

Youth Services Manager Knowlton provided an update on highlights for youth programming including an obstacle course passive program and a PAWS to read program.

Communication Manager Fitzpatrick provided an update regarding the unexpected post office delay in mailing of the program guide – and the opportunity to see the impact of the Program Guide on registration with ~500 registrations before the Program Guide was received and ~750 after.

XI. FY 24-25 LIBRARY HOURS, CLOSINGS, AND BOARD MEETING DATES
The FY 24-25 Library Hours, Closings, and Board Meeting Dates were
discussed. The proposed calendar and hours are consistent with current
and previous calendars. Secretary Gagne moved to adopt the Library
Hours, Closings, and Board Meeting Dates as presented. Trustee Krall
seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: CHERRY ABSTAIN: NONE

#### **MOTION CARRIED**

#### XII. NON-RESIDENT LIBRARY CARD PARTICIPATION POLICY

The Non-Resident Library Card Participation Policy, which uses the Tax Bill Method for fee determination, was discussed. The proposed policy revises the multiplier to match the current tax code. Treasurer Jumonville moved to adopt the Non-Resident Library Card Participation Policy, effective June 2024, as presented. Trustee Porter seconded the motion.

AYES:

ALL

NAYS:

NONE

ABSENT: CHERRY

ABSTAIN: NONE

# **MOTION CARRIED**

# XIII. UPDATED TELECOMMUTING POLICY

The Library Telecommuting Policy was discussed. Secretary Gagne moved to adopt the updated Library Telecommuting Policy as presented. Trustee Porter seconded the motion.

AYES:

ALL

NAYS:

NONE

ABSENT: CHERRY

ABSTAIN: NONE

# **MOTION CARRIED**

#### XIV. COMMITTEE REPORTS

- A. Personnel None
- B. Policy None
- C. Finance None
- D. Building and Grounds None

# **EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION**

At 7:58 p.m. Treasurer Jumonville moved to go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action. Trustee Krall seconded the motion.

# **ROLL CALL VOTE:**

AYES:

Burroughs

Gagne

Jumonville

**Krall** 

Porter

Timko

NAYS:

NONE

ABSENT: Cherry

ABSTAIN: NONE

### MOTION CARRIED

At 8:09 p.m. Treasurer Jumonville moved to reconvene to the Regular meeting to take action. Trustee Timko seconded the motion.

Treasurer Jumonville moved to approve Library Staff Salaries as Discussed in Executive Session, to be Effective July 1, 2024. Trustee Krall seconded the motion.

#### **ROLL CALL VOTE:**

AYES:

Burroughs

Gagne

Jumonville

Krall

Porter

Timko

NAYS:

NONE

ABSENT:

Cherry

ABSTAIN: NONE

# **MOTION CARRIED**

# XVI. OLD BUSINESS

Quote to repair the sidewalk at the Library entrance is within the budget and the consensus is to move forward with the improvements. Similarly, improvements to the patio at the rear of the Lawrence J. Martin Heritage Center were discussed.

# XVII. NEW BUSINESS

None.

#### XVIII. **ADJOURN**

Trustee Timko moved to adjourn the meeting. Trustee Porter seconded the motion.

AYES:

ALL

NAYS:

NONE

ABSENT: CHERRY

ABSTAIN:

NONE

# **MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:15 p.m.

David Burroughs, President