

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

PRESENT: President David Burroughs, Vice President Mary Cherry, Treasurer Ann Jumonville, and Trustees Brandi Krall, and Matt Timko; Library Director Megan Shumaker

ABSENT: Secretary Kelly Gagne; Christine Porter

ALSO PRESENT: Staff Members, Suzann Gemini, Jamie Gehin, 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 7:17 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All were present except Secretary Kelly Gagne and Christine Porter

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

Trustee Timko **moved to adopt the agenda as written.** Vice President Cherry seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Gagne, Porter ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes from the Regular Session of the Regular Meeting on June 10, 2024 were discussed. President Burroughs **moved to approve Minutes from the Regular Session of the Regular Meeting on June 10, 2024, as amended.** Treasurer Jumonville seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Gagne, Porter ABSTAIN: NONE

MOTION CARRIED

VI. PUBLIC COMMENT

None

VII. INSURANCE PRESENTATION

An insurance presentation was made by Dane Male from Crum-Halsted, to evaluate coverage to best fit the current needs of the library. Some of our current policies will be expiring soon, therefore a renewal comparison was provided. It was recommended that we evaluate moving away from flood coverage. It was also recommended that increase coverage for SAM (sexual, abuse, and molestation) due to the current climate. The members of the board agreed to table the vote until all members are present.

VIII. FRIENDS OF THE LIBRARY

Joan Hansen of the Friends of the Library reported that 83 coupons have been turned into the Book Nook. The coupons were given as an incentive for the Summer Reading Program. Joan also reported that the Book Nook continues to do well, bringing in \$207 this past month. Joan presented the Board with the New Donation Guidelines for books, games, puzzles and DVDs. These guidelines will be added to the new program guide. Joan informed the Board that the annual membership meeting will take place in September 2024.

IX. TREASURER'S REPORT

Expenditures in June were in line with the Library's long term financial goals. Total income for the year \$1,741,304.06 (108.2% of budgeted 1,609,000.00). Total expenses \$1,429,940.35 (89.7% of budgeted \$1,594,000.00, which is under budget. The Library had a CD mature in the amount of \$240,000, interest earned was in the amount of \$9,728.88. Second of the seven June tax distributions received from Kane County in the amount of \$741,953.91 Cash on hand: \$1,484,423.54 in the general fund; 300,169.00 in the Special Reserve Fund for a total of \$1,784,592.54. Treasurer Jumonville **moved to approve the Treasurer's Report for June 30, and to enter the trial balance ending June 30, 2024, into the public record.** Trustee Timko seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Gagne, Porter

ABSTAIN: NONE

MOTION CARRIED

X. LIBRARY DIRECTOR REPORT

- Director Shumaker reports that the final Decennial report was submitted to the county.
- Attended the public hearing at Waubonsee
- Began hybrid sessions from Directors University and watched several other webinars
- Revised our donation guidelines in collaboration with the staff and Friends
- Completed the Emergency Flipchart with input from the Elburn PD for easy reference at the Circulation Desk
- Completed donation agreement in collaboration with KCGS and the American Legion
- Worked on the draft budget and monthly checklist for Fiscal Year 2024-2025
- Began preparations for the next strategic planning cycle

XI. STRATEGIC PLAN

Director Shumaker provides a quarterly update of the Strategic Plan as of June 2024. The library continues to track progress on each section, some specific goals have shifted. In order to obtain feedback from the community one potential is to survey the public. This information may be added to the next program guide.

XII. LIBRARY STAFF REPORTS

- Light House visits weekly with school age students. Library staff gave students a tour along with providing expectations for library etiquette. Students took part in a read aloud from library staff and were given the opportunity to checkout materials.
- 605 Patrons are registered for the Summer Reading Program. The end of Summer Reading Finale is scheduled for July 26th from 4:30-6pm. The celebration will include live music and reptiles.

XIII. SECRETARY'S MINUTES AUDIT

Vice President Cherry and Trustee Timko volunteer to audit the minutes

XIV. SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES AUDIT

Vice President Cherry and Trustee Timko volunteer to audit the minutes

XV. APPROVAL OF PUBLIC HEARING ON BUDGET & APPROPRIATIONS

Public Hearing is scheduled for September 9th. Treasurer Jumonville moved to approve the Public Hearing date. Vice President Cherry seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Gagne, Porter

ABSTAIN: NONE

MOTION CARRIED

XVI. COMMITTEE REPORTS

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

XVII. OLD BUSINESS

None

XVIII. NEW BUSINESS

None

XIX. ADJOURN

At 8:26pm Trustee Timko **moved to adjourn the meeting.** Vice President Cherry seconded the motion

AYES: ALL

NAYS: NONE

ABSENT: Gagne, Porter

ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:26pm.



Brandi Krall, Trustee



David Burroughs, President