

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
AUGUST 12, 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 Tim Fitzpatrick, Jamie Gehin, Suzann Gemini, 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 7:15 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 Timko seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

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

Minutes from the Regular Session of the Regular meeting on June 10, 2024, the Executive Session of the Regular meeting on June 10, 2024, the Decennial Committee Meeting on June 10, 2024, and the Regular Session of the Regular meeting on July 8, 2024, were discussed. Treasurer Jumonville **moved to approve the minutes from the Regular Session of the Regular meeting on June 10, 2024, and the Executive Session of the Regular meeting on June 10, 2024 as written.** Trustee Timko seconded the motion.

**AYES: ALL NAYS: NONE**  
**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

Decennial Committee Member and Library Director Shumaker **moved to approve the minutes from the Decennial Committee meeting on June 10, 2024, as written.** Decennial Committee Member Gemini seconded the motion.

**AYES: ALL NAYS: NONE**  
**ABSENT: FISCHER, GRUBER, ABSTAIN: NONE**  
**HENEGHAN, SCHUBERT**

A quorum of Committee members was present.

**MOTION CARRIED**

Trustee Timko **moved to approve the minutes from the Regular Session of the Regular meeting on July 8, 2024, as written.** Trustee Krall seconded the motion.

**AYES: ALL NAYS: NONE**  
**ABSENT: NONE ABSTAIN: GAGNE, PORTER**

**MOTION CARRIED**

**VI. PUBLIC COMMENT**

None

**VII. FRIENDS OF THE LIBRARY**

Friends of the Library President Joan Hansen reported that the Book Nook continues to do well with \$242 raised in July and 36 coupons from the summer reading program received. President Hansen indicated that the Friends of the Library are holding an auction for a special collection of leatherbound Louis L'Amour books received as a donation. President Hansen discussed issues that have arisen with a drop in book donations after new donation guidelines were put in place. The Friends will work with Library Staff to optimize the donation process. The Friends Coffee Bar will resume in September with the Friends hosting a coffee gathering on the 2<sup>nd</sup> Saturday of the month from 10:30 AM to noon.

**VIII. TREASURER'S REPORT**

Expenses in July were in line with the Library's long term financial goals. The Library received the third of the tax distributions for the fiscal year in the amount of \$72,109.83.

The Library had 1 CD in the amount of \$240,000 mature in July 2024. The Library has CDs in the amount of \$240,000 maturing in August 2024, October 2024, November 2024, December 2024, and March 2025. The Library purchased 1 CD in the amount of \$240,000, maturing February 2025.

The Per Capita Grant was received in the amount of \$17,557.16.

On July 31, 2024, the Library had \$1,464,980.20 cash on hand in the General Fund and \$300,169.00 cash on hand in the Special Reserve Fund for a total of \$1,765,149.20. Treasurer Jumonville **moved to approve the Treasurer's Report for July 2024, and to enter the trial balance ending July 31, 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. DISCUSS AND APPROVE PROPERTY INSURANCE QUOTES**

Property insurance proposals were discussed and reviewed, including a proposal for renewal from Assured Partners as well as a comparison proposal from Crum-Halsted for equivalent coverage. Trustee Krall **moved to approve the Property Insurance proposal as quoted by Crum-Halsted.** Secretary Gagne seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Burroughs</b>	<b>Cherry</b>
	<b>Gagne</b>	<b>Jumonville</b>
	<b>Krall</b>	<b>Porter</b>
	<b>Timko</b>	
<b>NAYS:</b>	<b>NONE</b>	
<b>ABSENT:</b>	<b>NONE</b>	<b>ABSTAIN: NONE</b>

**MOTION CARRIED**

**X. DISCUSS DRAFT BUDGET AHEAD OF PUBLIC HEARING ON BUDGET AND APPROPRIATIONS ORDINANCE 2024-1 ON 9/9/24 (tentative)**

The draft budget for fiscal year beginning July 1, 2024, and ending June 30, 2025, was discussed. The subject of budgeting for building renovation projects to improve the patron experience at the Library was discussed, with the expectation that the renovation project spend would not result in overall Library spend to exceed the expected income. Discussions with an architect to remove the fireplace have been initiated and the Library is conducting a survey of the community regarding needs and options. Timing for the public hearing was discussed and Library staff has reached out to the County for clarification regarding the advance notice required for said hearing. Proposed dates for the public hearing are September 9, 2024, or September 16, 2024. Trustee Timko **moved to schedule the Public Hearing on Budget and Appropriations Ordinance 2024-1 on September 9, 2024, or September 16, 2024, at 7:15, pending feedback from the County.** Trustee Krall 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**

**XI. LIBRARY DIRECTOR REPORT**

- Summer reading program ended with a total of 619 patrons participating, an increase over last year.
- The Summer Reading Celebration was held on July 26, 2024. The celebration was well attended with approximately 50 attendees at both the live animal program and the musical program.
- Fall program guides have been delivered. Registration begins August 19, 2024.
- Planning is underway for January-May 2025 programs.
- Youth Services will be offering a new program in the fall for 3-5 year olds called Little STEAMers.
- Adult Services Manager Gehin as accompanied/substituted for the Outreach Team on some visits.
- The tornado on July 14, 2024, damaged several trees as well as our self-checkout station and security camera system. The self-checkout machine is back up and running and the camera system has been upgraded.
- Director Shumaker attended Directors University in Bloomington. Topics discussed include HR, Policy, Record Retention, Director/Board Relations, and Staff Relations. The experience provided good information, good contacts, and good insight in an encouraging and supportive environment.

- Adult Services is weeding and replacing outdated travel books.
- New label printers are installed and running. Thank you to the Friends of the Library for providing the funds for these printers!
- Volunteers have been helping at the Library with shelf reading, cleaning books, and dusting shelves.
- Additional substitutes for Staff were helpful over the summer to ensure adequate coverage while Library Staff were vacationing.

**XII. LIBRARY STAFF REPORTS**

Youth Services Manager Knowlton and Adult Services Manager Gehin highlighted the successes of the Summer Reading Program and the Summer Reading Celebration. Many thanks to all for the effort to make this program such a success!

Communication Manager Fitzpatrick provided an update that the new T-Shirts were in and the Program Guides went out with an insert regarding the community survey.

**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**

At 8:10 p.m. Treasurer Jumonville **moved to go into Executive Session to discuss items relating to personnel and to reconvene to take no action.** Trustee Porter seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Burroughs</b>	<b>Cherry</b>
	<b>Gagne</b>	<b>Jumonville</b>
	<b>Krall</b>	<b>Porter</b>
	<b>Timko</b>	

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

At 8:16 p.m. Trustee Timko **moved to reconvene to the Regular meeting to take no action.** Vice-President Cherry seconded the motion.

**XV. OLD BUSINESS**

The porch at the rear of the Lawrence J. Martin Heritage Center was removed. The Kane County Genealogical Society has acquired more archival material donations; when a display case in the Library is available, the KCGS is invited to display a curated inventory of items from their collection.

**XVI. NEW BUSINESS**

None.

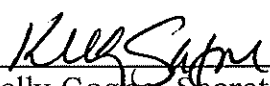
**XVII. ADJOURN**

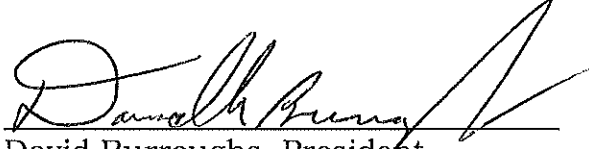
Vice-President Cherry **moved to adjourn the meeting.** Trustee Porter seconded the motion.

<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**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:18 p.m.

  
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Kelly Gaghe, Secretary

  
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David Burroughs, President