

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
OCTOBER 14, 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, and Suzann Gemini; 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 7:18 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 Special Meeting on September 23, 2024, were discussed. Trustee Krall **moved to approve the minutes from the Regular Session of the Special Meeting on September 23, 2024, as written.** Trustee Porter seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: CHERRY, TIMKO**

**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 \$219.50 raised in September. President Hansen reported that the Friends held their Coffee Bar on Saturday, October 12, 2024, and it was well attended! The Coffee Bar is planned the 2<sup>nd</sup> Saturday of the month from 10:30 AM to noon, with the next scheduled for November 9, 2024.

**VIII. TREASURER'S REPORT**

The Library received the fifth of seven tax distributions for the fiscal year in the amount of \$639,476.56, up ~\$30,000 from 2023.

The Library has 1 CD in the amount of \$240,000 maturing in October 2024. The Library has CDs in the amount of \$240,000 maturing in November 2024, December 2024, February 2025, and March 2025. The Library purchased 3 CDs in the amount of \$240,000, with varying terms.

The Library received a donation from the Friends of the Library in the amount of \$5,000.00. Thank you Friends!

The expenses for the month of September were higher than average due to 1-time expenses like landscaping and the recent community survey. Overall, the expenses to date this fiscal year are in line with the budget.

On September 30, 2024, the Library had \$1,877,540.21 cash on hand in the General Fund and \$300,169.00 cash on hand in the Special Reserve Fund for a total of \$2,177,709.21. Treasurer Jumonville **moved to approve the Treasurer's Report for September 2024, and to enter the trial balance ending September 30, 2024, into the public record.** Secretary Gagne seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

**IX. REVIEW AND DISCUSS PRELIMINARY LEVY FIGURES**

The methodology and process for developing Levy figures were discussed and the proposed Levy figures were compared to previous years' Levy figures. No action is required at this time.

**X. SCHEDULE STAFF IN-SERVICE DAY: February 21, 2025**

The proposed date for the Staff In-Service Day was discussed. Content for the In-Service Day is in development. Secretary Gagne **moved to approve the date of February 21, 2025, as the Staff In-Service Day with associated Library closing.** Trustee Porter seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

**XI. LIBRARY DIRECTOR REPORT**

- The Budget and Appropriations have been filed with the County.
- Initiated Levy work.
- Created and rolled out to Department Heads a Donation Tracker to improve the process for earmarking and tracking donations to the Library.
- Attended a Christmas Stroll planning meeting.
- Introduced new cyber security measures and migrated staff profiles to the cloud.
- Began Staff insurance renewal process.
- Received a free Naloxone dispenser from the County. The dispenser is located in the Library lobby.
- 2 new youth programs debuted: Elevations Dance and Little STEAMers.
- Planning for January-May 2025 programming is underway.
- Popular September programs included Friendship Bracelet Take and Make, The Dementia Conversation, Native America Records, and various specialty Storytimes (with Spiderman, Super Girl, and Elburn and Countryside Firefighters).
- Kanopy went live for patrons in September, offering additional digital collections.
- Met with designers to discuss goals in renovations to the Adult Services area.

**XII. LIBRARY STAFF REPORTS**

**Communication Manager Tim Fitzpatrick** provided preliminary data from the recently conducted Community Survey, based on 604 responses.

Initial responses indicated that 73% of survey respondents are at the library monthly. The Library received generally excellent or good evaluations with 94% of respondents rating Customer Service as excellent or good. Areas of potential improvement include modernization of the Library's physical space and collection.

**Adult Services Manager Jamie Gehin** indicated that the department heads are deep into program planning, including development of a Garden Club and a Needleworking Club. Additionally, investigation is underway to assess interest in a Memory Café for people with dementia and their caregivers.

**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 8:08 p.m. Vice-President Cherry **moved to go into Executive Session to discuss items relating to personnel** (*5 ILCS 120/2(c)(1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body*) **and to reconvene to take no action.** Treasurer Jumonville seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

At 8:17 p.m. Vice-President Cherry **moved to reconvene to the Regular meeting to take no action.** Trustee Timko seconded the motion.

**XV. OLD BUSINESS**

None

**XVI. NEW BUSINESS**

None

**XVII. ADJOURN**

Secretary Gagne **moved to adjourn the meeting.** Trustee Krall 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 8:18 p.m.

  
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Kelly Gagne, Secretary

  
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David Burroughs, President