

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
JANUARY 13, 2025**

PRESENT: Vice-President Mary Cherry, Treasurer Ann Jumonville, Secretary Kelly Gagne, and Trustees Brandi Krall, Christine Porter, and Matt Timko; Library Director Megan Shumaker.

ABSENT: President David Burroughs

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

Vice-President Cherry 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

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

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

Treasurer Jumonville **moved to adopt the agenda as written.** Trustee Timko seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: BURROUGHS

ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes from the Regular Session of the Regular Meeting on December 9, 2024, were discussed. Trustee Timko **moved to approve the minutes from the Regular Session of the Regular Meeting on December 9, 2024, as written.** Trustee Krall seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: BURROUGHS

ABSTAIN: GAGNE

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 \$697.50 raised in December! The Friends held their Coffee Bar and cookie exchange on Saturday, December 14, 2024, which was well attended. The Book Nook is preparing for Valentine's Day. Thank you Friends!

VIII. TREASURER'S REPORT

The Library had 1 6-month CD in the amount of \$240,000.00 mature in December at an interest rate of 5.4%

The Library currently has 6 CDs in the amount of \$240,000 maturing monthly, except for May of 2025. The interest rates on the CDs vary between 4.25% and 5.4%.

The expenses ^{4.15%} for the month of December were in line with budget targets. Overall, the expenses to date this fiscal year are below the target budget.

On December 31, 2024, the Library had \$1,643,625.11 cash on hand in the General Fund and \$300,169.00 cash on hand in the Special Reserve Fund for a total of \$1,943,794.11. Treasurer Jumonville **moved to approve the Treasurer's Report for December 2024, and to enter the trial balance ending December 31, 2024, into the public record.** Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: BURROUGHS

ABSTAIN: NONE

MOTION CARRIED

IX. APPROVAL OF \$75,000 TRANSFER TO SPECIAL RESERVE FUND

The transfer of \$75,000 from the General Fund to the Special Reserve Fund was discussed. Transferring \$75,000 to the Special Reserve Fund will bring the Special Reserve Fund balance to ~3 months operational expenses. Making the transfer at this time is aligned with advice received

from Brian LeFevre of Sikich, LLC, to transfer after the audit, in the same fiscal year. Vice-President Cherry **moved to approve the transfer of \$75,000.00 from the General Fund to the Special Reserve Fund.** Treasurer Jumonville seconded the motion.

ROLL CALL VOTE:

AYES: **Cherry** **Gagne**
 Jumonville **Krall**
 Porter **Timko**

NAYS: **NONE**

ABSENT: **Burroughs** **ABSTAIN: NONE**

MOTION CARRIED

X. LIBRARY DIRECTOR REPORT

- Margaret Ritchie's family held a Celebration of Life service for her in our meeting room. The family was very appreciative of the ability to use the space and the service was well attended.
- Furniture order was placed with delivery expected in late February/early March.
- Library Staff holiday party was held at the Obscurity Mead Hall on January 10, 2025. The party was a success.
- Work on the Per Capita Grant continues and is on track to meet the required completion date of 1/30/2025.
- The Christmas Stroll, held on Saturday, December 7th, was very well attended with no less than 679 attendees, up significantly from 377 attendees in 2024.
- The Farewell Open House for Miss Nancy, our Storytime teacher for over 20 years, was a well-attended success and was much appreciated by Miss Nancy. Thank you Miss Nancy!
- Some shifting of staffing has resulted in an Outreach Coordinator role vacancy. Adult Services Manager Gehin is leading the hiring process.
- Registration for Winter/Spring programs began December 16, 2024, and was complicated by issues with Library Market. The issues have been resolved and registration numbers are good.
- 2025 Turn the Page teen and adult year-long reading program is underway with over 30 registrants.
- Popular programs include Winter Container Gardens with Peggy Garvin, Ugly Sweater Bingo, Sing-Along Holiday Concert at the Meadows (Outreach), Winter ISPY passive activity, Winter Storytime

with Miss Nancy, Christmas Stroll with Santa, the Snow Queen and Snowman, and Magic Matt the balloon artist.

XI. LIBRARY STAFF REPORTS

As outlined in Director's Report.

XII. COMMITTEE REPORTS

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

XIII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

None

XIV. OLD BUSINESS

None.

XV. NEW BUSINESS

None

XVI. ADJOURN

Trustee Timko **moved to adjourn the meeting.** Secretary Gagne seconded the motion.

AYES: ALL


NAYS: NONE

ABSENT: BURROUGHS

ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 7:52 p.m.



Kelly Gagne, Secretary



Mary Cherry, President Pro-Tempore