

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
MARCH 10, 2025**

PRESENT: President David Burroughs, Vice-President Mary Cherry, Treasurer Ann Jumonville, Secretary Kelly Gagne, and Trustees Brandi Krall, Christine Porter, and Matt Timko

ABSENT: None

ALSO PRESENT: Staff Members Jamie Gehin, Suzann Gemini, and Kathy Semrick; Friends of the Library President Joan Hansen, Public Megan Mussano

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 February 20, 2025, were discussed. Trustee Timko **moved to approve the minutes from the Regular Session of the Regular Meeting on February 20, 2025, as amended.** Trustee Krall seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	NONE	ABSTAIN:	BURROUGHS

MOTION CARRIED

VI. PUBLIC COMMENT

Elburn Resident Megan Mussano presented information about the referendum for Kaneland School District #302. The referendum for the Kaneland School District #302 will appear on the April 1, 2025, ballot.

VII. FRIENDS OF THE LIBRARY

Friends of the Library President Joan Hansen reported that the Book Nook raised \$216.50 in February. The Friends held their Coffee Bar on Saturday, February 11, 2025, which was well attended. The Friends will suspend their Coffee Bar over the summer, but the Annual Plant Sale is on for May 9th and 10th, 2025. On line sales are expected to be up and running early April. Thank you, Friends!

VIII. TREASURER'S REPORT

The Library had (1) CD in the amount of \$240,000.00 mature in February at an interest rate of 5.0%.

The Library purchased (1) 9-month CD in the amount of \$140,000.00, maturing in November at an interest rate of 4.15%.

The Library currently has (6) CDs in the amount of \$240,000.00 maturing monthly, except for May of 2025, and (1) CD in the amount of \$140,000.00 maturing in November. The interest rates on the CDs vary between 4.15% and 5.4%.

The expenses for the month of February were above budget targets, but overall expenses to date this fiscal year are below the target budget.

On February 28, 2025, the Library had \$1,315,270.40. cash on hand in the General Fund and \$375,169.00 cash on hand in the Special Reserve Fund for a total of \$1,690,439.40. Treasurer Jumonville **moved to approve the Treasurer's Report for February 2025, and to enter the trial balance ending February 28, 2025, into the public record.** Secretary Gagne seconded the motion.

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

MOTION CARRIED

IX. LIBRARY DIRECTOR REPORT

- The first of 2 expected deliveries of the new furniture for the Library is scheduled for March 11, 2025. The first delivery is expected to include Booths and Lounge Chairs. Furniture has been moved into the office area in anticipation of the delivery.
- The Creston library is expected to pick up some of the retired furniture by March 19th.
- The Staff In-Service Day was held on February 21, 2025, and feedback from Staff has been positive. The In-Service Day covered Planned sessions include best practices for handling difficult situations and emergencies, annual sexual harassment prevention training, serving patrons with dementia, and various technology tutorials, including using AI in library work.
- Attended a meet-up at Waubensee Community College for libraries in their district.
- Continued work on the next Strategic Plan with Department heads.
- Welcomed Thaddeus Thompson in the Technical Services department, shifting from the Circulation Desk to fill the vacancy when Teri Stewart retired. Library subs have shifted to permanent hours to cover for the Thaddeus' shift.
- Planning for the Summer Reading program is ongoing. The theme is "Level Up at Your Library." A Kickoff event is scheduled for June 5, 2025, and will include Mobile Game Theater, a concert with Old Town School of Music, and Pariente Mix food truck.
- Youth Services debuted (2) new programs: Twilight Tales and Mini Masterpieces.
- Adult Services received an Illinois Humanities Grant for a Chicago Black Renaissance program to be held on June 17, 2025.
- The new Memory Café program for people who suffer from dementia and their caregivers will begin in Marcy.
- Popular programs include Garden Club, Crafter-work: Valentine's String Art, Paper flower making (included teen participation), Trivia Night, Character Storytimes: Mirabel, Rapunzel, Ghost Spider, and Alice in Wonderland, Mini Masterpieces: Canvas Handprint/Footprint, and Sensory Playtime.
- The busiest day at the Library was Tuesday, February 2, 2025, with 201 visitors. Average daily attendance was 115.

X. LIBRARY STAFF REPORTS

As discussed in Library Director's Report

XI. STRATEGIC PLAN DRAFT DISCUSSION

The draft Strategic Plan Draft was discussed. The draft of the Strategic Plan was crafted using the results of the recent community survey as a

guide. Discussion of the draft plan generated several general recommendations, included the following:

- The format will follow the previous Strategic Plan with the first page to be an outward facing summary of the Plan with supporting details in the following pages.
- Include a metric/goal/outcome measurable be added to aid in making the Strategic Plan a living document that will facilitate planning for the Library's development and direction.
- Consider syncing the Strategic Plan with the fiscal year to aid in planning and assessment of metrics.
- Develop a 1-page tracker to provide a quick way to assess and communicate progress toward meeting the Goals of the Strategic Plan. In addition to tracking completion metric status, consider the use of a ranking system to rank priorities as well as ease of completion (time, resources, etc) to help drive allocation of the Library's resources.

XII. COMMITTEE REPORTS

- A. Personnel – None
- B. Policy – None
- C. Finance – Meeting to be scheduled for Budget development
- D. Building and Grounds – None

XIII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

None

XIV. OLD BUSINESS

None.

XV. NEW BUSINESS

None

XVI. ADJOURN

Treasurer Jumonville **moved to adjourn the meeting.** Trustee Krall seconded the motion.

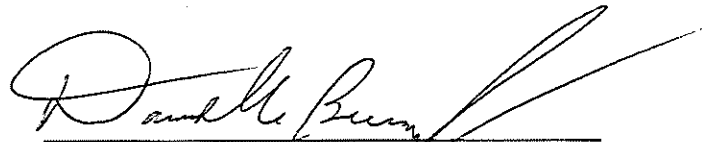
AYES:	ALL	NAYS:	NONE
ABSENT:	NONE	ABSTAIN:	NONE

MOTION CARRIED

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



Kelly Gagne, Secretary



David Burroughs, President