

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
JUNE 9, 2025**

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

ABSENT: Christine Porter

ALSO PRESENT: Staff Members Tim Fitzpatrick, Jamie Gehin, Suzann Gemini, Bronwen Heneghan, Gina Knowlton, and Kathy Semrick

Public: Dolores Burroughs, Dan Krall and family, Elburn Assistant Village Administrator Chris Ranney, Elburn Village Trustees Chris Hansen and Matt Wilson

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 except Trustee Porter.

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

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

AYES: ALL

NAYS: NONE

ABSENT: PORTER

ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes from the Regular Session of the Regular Meeting on May 12, 2025, were discussed. Treasurer Timko **moved to approve the minutes from the Regular Session of the Regular Meeting on May 12, 2025, as written.** Trustee Krall seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: PORTER ABSTAIN: NONE

MOTION CARRIED

Minutes from the Personnel Committee on May 16, 2025, were discussed. Trustee Krall **moved to approve the minutes from the Personnel Committee Meeting on May 16, 2025, as written.** Vice-President Cherry seconded the motion.

AYES: Cherry, Krall NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

VI. PUBLIC COMMENT

Elburn Village Trustees Chris Hansen and Matt Wilson and Elburn Assistant Village Administrator Chris Ranney discussed an initiative to launch a Village Flag design contest, inspired by longtime Friend of the Library Bill Grabarek. The contest will open for submissions on Saturday, June 14, 2025, Flag Day, and run through September 1, 2025. Public Voting on juried selections will be held September 26, 2025, through October 21, 2025, with the final selection to be announced at the Christmas Stroll in 2025. All submitters need to be residents of Elburn Village, and all submissions need to include the Elburn 'E' symbol. Please see the Elburn Village website for contest details.

VII. TRUSTEE OATH OF OFFICE

Secretary Gagne administered the Trustee Oath of Office to newly elected Trustees David Burroughs, Mary Cherry, Ann Jumonville, Brandi Krall, and Matt Timko. Congratulations to all!

VIII. ELECTION OF NEW OFFICERS

Board of Trustee Officer positions were discussed. Trustee Timko **moved to elect Board Officers as follows: President David Burrough, Vice-President Mary Cherry, Treasurer Ann Jumonville, Secretary Kelly Gagne.** Trustee Krall seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: PORTER ABSTAIN: NONE

MOTION CARRIED

IX. FRIENDS OF THE LIBRARY

Friends of the Library President Joan Hansen was not present but Director Shumaker reported on her behalf that the Friends provided the Summer Reading program Bags and that the Book Nook raised \$147.75 in May.

X. TREASURER'S REPORT

The Library had (0) CDs mature in May; no CDs were purchased in May. \$73,903.09 in Real Estate taxes were received in May.

The Library currently has (4) CDs in the amount of \$240,000.00 maturing monthly, June through September 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 4.45%.

The expenses for the month of May were above budget targets because of the budgeted furniture purchases, but overall expenses to date this fiscal year are below the target budget.

On May 31, 2025, the Library had \$984,252.42 cash on hand in the General Fund and \$375,169.00 cash on hand in the Special Reserve Fund for a total of \$1,359,421.42. Treasurer Jumonville **moved to approve the Treasurer's Report for May 2025, and to enter the trial balance ending May 31, 2025, into the public record.** Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: PORTER

ABSTAIN: NONE

MOTION CARRIED

XI. DISCUSSION OF DRAFT WORKING BUDGET FY 2025-2026

The working budget for FY 2025-2026 is based on the budget for FY 2024-2025 using conservative estimates for beginning Cash on Hand balance, estimated taxes, and other sources of funding. Building repair budget will include items that are on the horizon but actual timing for repairs is undetermined, including parking lot repavement and flooring at the west wing and the silo.

XII. LIBRARY DIRECTOR REPORT

- Adjusted draft working budget for 2025-2026.
- Completed Department Heads' annual evaluations.
- Met with Finance and Personnel Committees to work on budget and staff compensation for 2025-2026.

- Participated in Swear-in Ceremony for Trustee Christine Porter.
- Held Quarterly All-Staff Meeting to discuss Summer Reading and reorganization of the Youth collection.
- Sent thank you letters and Ream's gift cards to those who volunteered with the Friends of the Library.
- Hosted the Summer Reading Kick-Off Celebration on June 5 with a concert, food truck, and gaming truck. The celebration was a success with high attendance and perfect weather. Friends of the Library donated booklights for the Turn the Page reading program.
- Popular programs include Genealogy Seekers: Where Did I Put Great-Grandpa, Film Club, Annual Container Garden.
- The Library will help facilitate use of Library space for student volunteers to work on Kane County Genealogy Seekers projects.
- The busiest day at the Library was Thursday May 8, 2025, with 421 visitors. Average daily attendance was 138.
- Assistant Circulation Supervisor, Kelli, retired after 17 years with the Library. Jackie Hasenbalg will be stepping into her role. Congratulations Kelli and Jackie! 3 new Circulation Clerks were welcomed in May, Keira Kunstman, Stephan von Huene, and Russell Abner. Welcome to all!

XIII. LIBRARY STAFF REPORTS

As discussed in Library Director's Report

XIV. APPROVE FY 25-26 LIBRARY HOURS, CLOSINGS, AND BOARD MEETINGS DATE

The FY 2025-2026 Library Calendar was discussed. The option of adding a personal floating holiday to allow Library Staff to observe a holiday with personal meaning was discussed. Director Shumaker and the Policy Committee will draft up a policy to establish and structure the personal floating holiday. Treasurer Jumonville **moved to approve the FY 25-26 LIBRARY HOURS, CLOSINGS, AND BOARD MEETING DATES as presented.** Vice-President Cherry seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: PORTER

ABSTAIN: NONE

MOTION CARRIED

XV. APPROVE NON-RESIDENT LIBRARY CARD PARTICIPATION

The Non-Resident Card policy was discussed. Trustee Timko **moved to approve the Non-Resident Library Card Participation Policy as presented.** Vice-President Cherry seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: PORTER

ABSTAIN: NONE

MOTION CARRIED

**XVI. APPROVAL TO GO OUT TO BID FOR PARKING LOT PAVEMENT
REMOVAL AND REPLACEMENT**

Repavement of the Library Parking Lot was discussed. Anticipated timing would be to award a contract in August for September installation. Director Shumaker will reach out to the Village of Elburn City Hall as a parking alternative during the installation process. President Burroughs **moved to approve the Solicitation of Bids to Remove and Replace the Library Parking Lot Pavement.** Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: PORTER

ABSTAIN: NONE

MOTION CARRIED

XVII. COMMITTEE REPORTS

- A. Personnel – Met to discuss salaries and budget in parallel with the annual review process.
- B. Policy – Calendar to be discussed in June meeting. Be prepared to review holiday closings.
- C. Finance –Budget development work
- D. Building and Grounds – Park adjacent to the Library is nearing completion. Does the Library want to support a donation to the Park like summer reading boards or chess tables or similar? Director Shumaker and Library Staff to explore options to include Library participation in the park development. Elburn Public Works department would be available to install for the Library.

XVIII. EXECUTIVE SESSION

At 8:26 p.m. Trustee Timko **moved to go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action per 5 ILCS 120/2(c)(1) - The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.** Trustee Krall seconded the motion.

ROLL CALL VOTE:

AYES:	Burroughs	Cherry
	Gagne	Jumonville
	Krall	Timko
NAYS:	NONE	
ABSENT:	Porter	ABSTAIN: NONE

MOTION CARRIED

At 8:48 p.m. Treasurer Jumonville **moved to reconvene to the Regular meeting to take action.** Vice-President Cherry seconded the motion.

Minutes from the Executive Session of the Personnel Committee on May 16, 2025, were discussed. Trustee Krall **moved to approve the minutes from the Executive Session of the Personnel Committee Meeting on May 16, 2025, as written.** Vice-President Cherry seconded the motion.

AYES:	Cherry, Krall	NAYS:	NONE
ABSENT:	NONE	ABSTAIN:	NONE

MOTION CARRIED

XIX. APPROVE SALARIES EFFECTIVE JULY 1, 2025

Treasurer Jumonville **moved to approve Library Staff Salaries as Discussed in Executive Session, to be Effective July 1, 2025.** Trustee Krall seconded the motion.

ROLL CALL VOTE:

AYES:	Burroughs	Cherry
	Gagne	Jumonville
	Krall	Timko
NAYS:	NONE	
ABSENT:	Porter	ABSTAIN: NONE

MOTION CARRIED

XX. OLD BUSINESS

None

XXI. NEW BUSINESS

None

XXII. ADJOURN

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

AYES: ALL

NAYS: NONE

ABSENT: PORTER

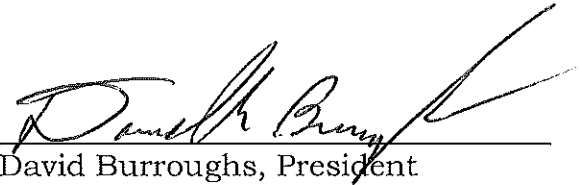
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:53 p.m.



Kelly Gagne, Secretary



David Burroughs, President

