

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
JULY 14, 2025**

PRESENT: President David Burroughs, Treasurer Ann Jumonville, Secretary Kelly Gagne, and Trustees Brandi Krall, Christine Porter, and Matt Timko; Library Director Megan Shumaker

ABSENT: Vice-President Mary Cherry

ALSO PRESENT: Staff Members Tim Fitzpatrick, Jamie Gehin, Suzann Gemini, Bronwen Heneghan, 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 7:18 p.m.

II. ROLL CALL

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

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

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

AYES: ALL

NAYS: NONE

ABSENT: CHERRY

ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes from the Regular Session and the Executive Session of the Regular Meeting on June 9, 2025, were discussed. Secretary Gagne **moved to approve the minutes from the Regular Session of the Regular Meeting on June 9, 2025, as amended and the minutes from the Executive Session of the Regular Meeting on June 9, 2025, as written.** Trustee Timko seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: CHERRY

ABSTAIN: PORTER

MOTION CARRIED

VI. PUBLIC COMMENT

None

VII. FRIENDS OF THE LIBRARY

Friends of the Library President Joan Hansen reported that the Book Nook raised \$302.75 in June. The silent auction for the James Bond collection raised \$107.00! Elburn Days specials in the Book Nook will continue this year. The Friends will resume hosting their Saturday morning Coffee Bar on September 13, 2025. Coffee Bars will be held the second Saturday of the month from 10:30AM-noon September through December 2025. The Board discussed with Friends of the Library President Hansen the possibility of the Friends of the Library sponsoring a book walk or similar for the restored Prairie Park. Friends of the Library President Hansen will reach out to the Friends for feedback. Thanks Friends!

VIII. TREASURER'S REPORT

The Library had (1) CD mature this month in the amount of \$240,000.00; (4) CDs in the amount of \$240,000.00 were purchased this month with terms between 1 and 9 months at interest rates between 4.15% and 4.3%. \$240,000.00 CDs will be maturing on:

August 11, 2025
August 29, 2025
September 24, 2025
November 5, 2025
December 30, 2025
April 10, 2026

\$140,000.00 CD will be maturing on November 2, 2025.

\$854,095.42 in Real Estate taxes were received in June.

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

On June 30, 2025, the Library had \$1,703,962.94 cash on hand in the General Fund and \$375,169.00 cash on hand in the Special Reserve Fund for a total of \$2,079,131.94. Treasurer Jumonville **moved to approve the Treasurer's Report for June 2025, and to enter the trial balance ending June 30, 2025, into the public record.** Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: CHERRY

ABSTAIN: NONE

MOTION CARRIED

IX. APPROVE PURCHASE OF NEW HVAC UNIT

Director Shumaker reported that there are 6 HVAC units on the roof and #2 is not operational and needs to be replaced. (3) quotes were received for comparable Trane Units. Of the (2) cost comparable bids, 1 included reuse of existing controls and the other, from J & R Herra, included replacement of the aging controls. Treasurer Jumonville **moved to approve the replacement of HVAC Unit #2 per the proposal submitted by J & R Herra in the amount of \$35,225.00.** Trustee Krall seconded the motion.

ROLL CALL VOTE:

AYES:	Burroughs	Gagne
	Jumonville	Krall
	Porter	Timko

NAYS: NONE

ABSENT: Cherry	ABSTAIN: NONE
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MOTION CARRIED

X. LIBRARY DIRECTOR REPORT

- Completed draft working budget for 2025-2026
- Continued work on the Strategic Plan
- Completed Department Heads' annual evaluations
- Worked with President Burroughs to develop bid packet for the parking lot repavement
- Researched and got preliminary quotes for Story Walk options for Prairie Park
- Met with OSG for quarterly IT review
- Attended several webinars and networking events
- Received award letter for Per Capita Grant in the amount of \$17,438.93
- Summer Reading Program is going very well and we have 630 registrants, surpassing last year's total enrollment
- Youth Services has brought back Kindergarten Readiness and Storytimes with Miss Moe. Both are well attended!

- Popular programs include Character Drawing Class with Brian “BMAN”, Garden Club: Starting a Cool Season Garden, Rock Painting, Yoga, Windy City Mobile Fun: Mobile Game Theater, Science Heroes: Level Up, Mars Academy: Robotics Workshop, DuPage Children’s Museum: Giant Tinkertoys Portable Exhibit
- The busiest day at the Library was Thursday June 5, 2025, Summer Reading Kick-off, with 598 visitors. Average daily attendance was 198.
- Friends of the Library Annual Donation Report: \$9,500 was raised this fiscal year to support our Library. \$5000 was raised through the annual Plant and Flower Sale. Thanks to these funds, the Library was able to purchase or provide the following items and services:
 - Enriching programs for Outreach patrons
 - Entertainment at the annual Christmas Stroll
 - 2 new Christmas trees
 - A new iPad and label printer for staff use
 - Enrichment materials for early learners
 - Library tote bags to be used as prizes in this year’s Summer Reading Program

XI. LIBRARY STAFF REPORTS

As discussed in Library Director’s Report

XII. APPROVE NEW STRATEGIC PLAN

The new Strategic Plan was discussed. It was recommended to change the date of the plan to cover 2025 through 2028. Trustee Timko **moved to approve the Strategic Plan as amended.** Treasurer Jumonville seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: CHERRY

ABSTAIN: NONE

MOTION CARRIED

XIII. DISCUSS DRAFT 2025-2026 BUDGET & APPROPRIATIONS

The draft 2025-2026 Budget was discussed. In light of the HVAC unit #2 failure and likelihood of additional HVAC Unit failures, it is recommended that we adjust the budget line item #454, HVAC, to anticipate additional expenses.

XIV. APPROVE DATE FOR PUBLIC HEARING ON BUDGET & APPROPRIATIONS ORDINANCE 2025-1 ON SEPTEMBER 8TH AT 7:00 PM

Trustee Porter **moved to approve September 8, 2025, as the date for the Public Hearing on Budget & Appropriations Ordinance 2025-1 at 7:00 PM.** Trustee Krall seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: CHERRY

ABSTAIN: NONE

MOTION CARRIED

XV. COMMITTEE REPORTS

- A. Personnel – None
- B. Policy – Employee Classification was discussed to add the new Substitute class to reflect current procedures. T&C PLD Outreach Policy was discussed to clarify that Outreach services are limited to normal Library hours and that Outreach Library representatives can use their discretion when entering an Outreach patron's home. Additional discussion will be required to refine the proposed Floating Holiday Policy.
- C. Finance – None
- D. Building and Grounds – None

XVI. OLD BUSINESS

The proposal from Douglas Commercial Flooring for replacement of the floor covering in the fireplace area of the Library was reviewed. Trustee Krall **moved to approve the proposal from Douglas Commercial Flooring for replacement of flooring in the fireplace area of the Library in the amount of \$10,622.31 as submitted.** Trustee Timko seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: CHERRY

ABSTAIN: NONE

MOTION CARRIED

Repavement of the parking lot was discussed. The job has been publicly advertised and is out for bid and with bids due July 31, 2025. Estimated costs will be added to line item 456 in the budget, *Other Repairs*, to capture this anticipated cost.

XVII. NEW BUSINESS

None

XVIII. ADJOURN

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

AYES: ALL

NAYS: NONE

ABSENT: CHERRY

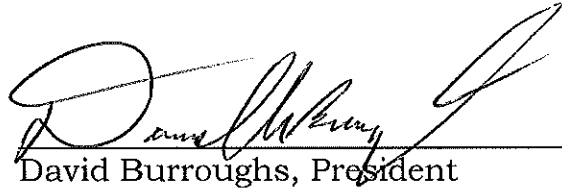
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:21 p.m.



Kelly Gagne, Secretary



David Burroughs, President