

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
AUGUST 11, 2025**

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 Jamie Gehin, Suzann Gemini, Bronwen Heneghan, and Kathy Semrick; Friends of the Library President Joan Hansen
Public: Boyet Apostoc

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 7:16 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 July 14, 2025, were discussed. Treasurer Jumonville **moved to approve the minutes from the Regular Session of the Regular Meeting on July 14, 2025, as amended.** Trustee Krall seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: CHERRY

VI. PUBLIC COMMENT

None.

VII. FRIENDS OF THE LIBRARY

Friends of the Library President Joan Hansen reported that the Book Nook raised \$290.50 in July and that 43 Summer Reading Coupons were redeemed in June and 50 were redeemed in July.

Special Elburn Days pricing in the Book Nook begins today. The Friends Coffee Bar will resume the second Saturday of the month from 10:30 am to noon, September through April. Thanks Friends!

VIII. AWARD PARKING LOT IMPROVEMENT PROJECT

The bids received for the Parking Lot Improvement project were discussed. The bid is to remove and replace the Library parking lot. 9 bids were received, ranging from \$88,496.77 to \$150,730.11. Our original estimate was \$103,000.00. Geneva was the low bid and has previously and successfully completed work for the Village of Elburn. Treasurer Jumonville **moved to award the Parking Lot Improvement Project to Geneva, per their bid in the amount of \$88,496.77.** Trustee Krall seconded the motion.

ROLL CALL VOTE:

AYES:	Burroughs	Cherry
	Gagne	Jumonville
	Krall	Porter
	Timko	

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

IX. TREASURER'S REPORT

The Library had (1) CD mature this month in the amount of \$240,000.00 earning \$7349.59 interest; (3) CDs in the amount of \$240,000.00 were purchased this month with terms between 1 and 9 months at interest rates between 4.2% and 4.25%. \$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

(1) \$140,000.00 CD will be maturing on November 2, 2025.

\$30,195.92 in Real Estate taxes were received in July.

The Erickson Grant was awarded to the Library in the amount of \$2,531.10.

The expenses for the month of June were in line with budget targets and this fiscal year is off to a good start.

On July 31, 2025, the Library had \$1,618,283.14 cash on hand in the General Fund and \$375,169.00 cash on hand in the Special Reserve Fund for a total of \$1,993,452.14. Treasurer Jumonville **moved to approve the Treasurer's Report for July 2025, and to enter the trial balance ending July 31, 2025, into the public record.** Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

X. APPROVE COMMERCIAL INSURANCE RENEWAL

The quote for Renewal of the Library's Commercial Insurance was reviewed. The quote represents a 7.2% increase over last year, which was in line with expectations. Commercial insurance includes coverage for Property, Crime, General Liability, Umbrella, Cyber, Public Officials Liability, Workman's Compensation, and Hired/Non-Owned Auto. Trustee Timko **moved to approve the Library's Commercial Insurance Renewal as quoted.** Treasurer Jumonville seconded the motion.

ROLL CALL VOTE:

**AYES: Burroughs
Gagne
Krall
Timko**

**Cherry
Jumonville
Porter**

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XI. LIBRARY DIRECTOR REPORT

- Published notice of next month's public hearing on Budget & Appropriations.
- Held bid reading for the parking lot resurfacing project with President Burroughs on July 31, 2025.
- Received Erickson Grant Award Letter -- \$2,531.10.
- Hosted the July Chamber of Commerce meeting, attended by Youth Services Manager Knowlton and Director Shumaker.
- Began work on IPLAR, due September 1, 2025.
- Continued planning on West End renovations
- Summer reading program participation was 664 this year, up from 619 last year.
- 50 patrons participated in the Summer Reading Celebration with an Entomology program, games, and friendship bracelet crafts.
- New Senior Social Hour has been well attended.
- Registration for fall programming begins Monday, August 18, 2025
- Adult Services Manager Gehin is collaborating with KCGS on a Day-Long Genealogy Conference on October 18, 2025. Manager Gehin is moving Genealogy books into the general collection and will let KCGS review any weeded books to add to the KCGS collection.
- Tech Services had to say goodbye to Thaddeus, who will be missed.
- The busiest day of the month at the Library was Tuesday, July 19, 2025, with 315 visitors. Average daily attendance was 187.

XII. LIBRARY STAFF REPORTS

As discussed in Library Director's Report

XIII. COMMITTEE REPORTS

- A. Personnel – Revisions pending for Outreach and Personal Day policies.
- B. Policy – None
- C. Finance – None
- D. Building and Grounds – None

XIV. SELECT A DATE AND TRUSTEES FOR SECRETARY'S MINUTES AUDIT AND SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES

The Secretary's Minutes audit was discussed. Trustee Krall and Trustee Porter volunteered to perform the audit with a completion date of the End of the Month.

XV. OLD BUSINESS

To clarify HVAC replacement of unit #2 being replaced by J&R Herra was \$35,225 without controls and \$41,893 with improved climate controls.

XVI. NEW BUSINESS

None

XVII. ADJOURN

Trustee Timko **moved to adjourn the meeting.** Trustee Porter seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

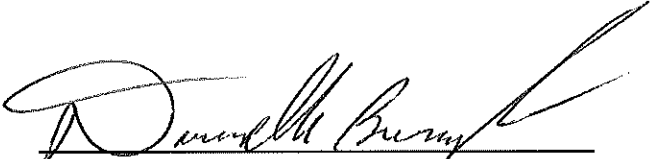
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 7:46 p.m.



Kelly Gagne, Secretary



David Burroughs, President

