MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
SEPTEMBER ~~9~~, 2025
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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 Tim Fitzpatrick, Suzann Gemini, 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.

III. ADDITIONS TO THE AGENDA

None

IV. ADOPTION OF THE AGENDA

Vice-President Cherry **moved to adopt the agenda as amended.** 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 August 11, 2025, were discussed. Trustee Timko **moved to approve the minutes from the Regular Session of the Regular Meeting on August 11, 2025, as written.** Vice-President Cherry Oseconded the motion.

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

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 $420.50 raised in August, including $213.75 from the Elburn Days Special Sale. President Hansen indicated that the Friends of the Library reported that the Friends held their annual meeting and elected the roster of officers with Joan Hansen as President and Treasurer, Jacqui Fountain as Vice-President, Rebecca Stock as Secretary, and Ray Hanson as Director. This year, the Friends donated $4000 to the Library, in addition to the $250 donation made to support Outreach and the $250 donation made to the Youth Department. Thank you Friends! The Friends Coffee Bar will resume on September 13th with the Friends hosting a coffee gathering on the 2nd Saturday of the month from 10:30 AM to noon.

VIII. TREASURER'S REPORT

The Library received the fifth of seven tax distributions for the fiscal year in the amount of $40,102.04.

The Library had (1) CD mature this month in the amount of $240,000.00 earning $7718.79 interest; (1) 6 month CD in the amount of $240,000.00 was purchased this month with an interest rates of 3.85%. $240,000.00 CDs will be maturing on:

September 24, 2025
November 5, 2025
December 30, 2025
February 11, 2026
March 11, 2026
April 10, 2026

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

The Per Capita Grant was awarded to the Library in the amount of $17,200.00.

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

On August 31, 2025, the Library had $1,541,390.46 cash on hand in the General Fund and $375,169.00 cash on hand in the Special Reserve Fund for a total of $1,916,559.46. Treasurer Jumonville **moved to approve the Treasurer's Report for August 2025, and to enter the trial balance ending August 31, 2025, into the public record.** Secretary Gagne seconded the motion.

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

MOTION CARRIED

IX. APPROVE STAFF IN-SERVICE DAY: JANUARY 20, 2026

Timing for the next Staff In-Service Day was discussed. Trustee Timko **moved to approve January 20, 2026, as a Staff In-Service Day.** Vice-President Cherry seconded the motion.

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

MOTION CARRIED

X. APPROVE QUOTE FOR WEBSITE REDESIGN

The Library's website design was discussed. There is a consensus that the Library can make significant improvements to the Patron experience with a Library website overhaul. Additionally, the Library website needs considerable changes to make it complaint with the American with Disabilities Act. A proposal by LibraryMarket, a small strategic design agency that provides branding, marketing, and technology solutions for libraries and their communities was reviewed. Vice-President Cherry **moved to approve the contract with LibraryMarket for the Library Website Design and Development in the amount $24,900.00.** Trustee Krall seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

XI. LIBRARY DIRECTOR REPORT

- The Library said goodbye to retiring Building Manager Mike Veague and hired a new Building Manager Doug Guenther. Welcome Doug!
- Renovations in the west end of the Library building continued, including:
  - Relocation of the History & Genealogy and periodical collections
  - Removal of shelves and fireplace

  Next steps include painting of the walls and installation of new flooring.
- Continued work with the Village and the Parks Commission to discuss the StoryWalk signs and game supplies for the new park.
- The Library walked in the Elburn Days Parade again this year and it went well. There were 10 participants including 4 staff members, 1 board member, and our mascot Page Turner.
- Registration for fall programs opened up on August 18th with 1336 registrations in the first 24 hours!
- New youth programs beginning this fall include Hand Sewing and Beginning Crochet.
- Popular August programs included Paws to Read, Lego Challenge: Balloon Powered Cars, Black Willow Brass Quintet Concert, Stranger Things Escape Room, Senior Social Hour Mosiacs, and Crafter-Work: Marble Painting.
- The busiest day of the month at the Library was Monday, August 11, 2025, with 223 visitors. Average daily attendance was 143.

XII. LIBRARY STAFF REPORTS

As outlined in Director's report.

XIII. COMMITTEE REPORTS

A. Personnel – None

B. Policy –

Revisions to the Library's Personal Day Policy were discussed. Secretary Gagne **moved to approve the Library Personal Day Policy as written.** Trustee Porter seconded the motion.

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

MOTION CARRIED

C. Finance – None

D. Building and Grounds – None

XIV. OLD BUSINESS

Parking lot project was discussed, including timing and storm intake at the Exit.

XV. NEW BUSINESS

The Illinois Library Conference will be held in Rosemont on October 14th through 16th. Early bird pricing is through September 16th.

XVI. ADJOURN

Vice-President Cherry **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 8:04 p.m.

Kelly Gagne, Secretary

~~David Burroughs~~, President PRO-TEM
MARY CHERRY