

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
DECEMBER 12, 2016**

PRESENT: President David Burroughs, Treasurer Stephanie Butler, Trustees Phil Albano, Kelly Gagne, and Library Director Glenn Kahmann.

ABSENT: Trustee MJ Hansen, Secretary Jenny Wold, and Vice-President Aimee Miller.

ALSO PRESENT: Staffers Kathy Semrick, Jeanine McDonald, Amy Girmscheid, Tina Napiorkowski, Megan Shumacker, Kelly Willis and Suzanne Gemini.

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 7:21 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All Trustees were present with the exception of Secretary Wold, Treasurer Miller, and Trustee Hansen.

III. ADDITIONS TO THE AGENDA

None.

IV. ADOPTION OF THE AGENDA

Trustee Albano moved to **adopt the agenda as written.** Treasurer Butler seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Wold, Hansen, Miller ABSTAIN: NONE.

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Treasurer Butler moved to **approve the minutes of the regular meeting of November 14 2016, and the Special Meeting (Public Hearing) of November 14, 2016, as written.** Trustee Gagne seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Wold, Hansen, Miller ABSTAIN: NONE

MOTION CARRIED

VI. PUBLIC COMMENT

President Burroughs welcomed staff to the Board meeting.

VII. FRIENDS OF THE LIBRARY

The report from Executive Vice-President Hansen was included in the agenda packet. The Christmas Book Nook began on November 8, this year. Winners of the Christmas Raffle were: Calvin Klein Jeans Barbie: Rene Landphair; Chevy Pickup: Cathy Milburg; The annual Mother’s Day Plant Sale and Raffle will take place the weekend of May 12 and 13. There was no publicity for the Friends this month. G&E donated 30 assorted poinsettias for the Elburn Chamber Christmas Stroll. Al delivered 12 boxes (about 30 books per box) to Interfaith Food Pantry, 3 boxes to Wilkerson’s Pantry and 8 boxes to Salvation Army. Their next meeting is scheduled for March 16, 2017.

VIII. TREASURER’S REPORT

A. Financial Report – Treasurer Butler advised the Board that we received from the County \$15,857.28 in real estate taxes. There was one CD that matured November 1st. Treasurer Butler moved to **approve the Treasurer’s Report for November, 2016, and to enter the trial balance ending November 30, 2016 into the public record.** Trustee Gagne seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Hansen, Wold, Miller ABSTAIN: NONE

MOTION CARRIED

Vice-President Miller entered the Board Room at 7:29 p.m.

B. Treasurer’s Annual Report – Treasurer Butler presented the Annual Treasurer’s Report to the Board and advised this report would be published as required. Treasurer moved to **approve and publish the Treasurer’s Annual Report ending June 30, 2016.** Trustee Albano seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Hansen, Wold ABSTAIN: NONE

MOTION CARRIED

IX. LIBRARY DIRECTOR’S REPORT

1. Statistics – Total number of items circulated this month was 12,500 and patron traffic totaled 9,251. Donations made year-to-date are \$3,912.01.
2. Christmas Decorations – Staff decorated the Library with some new items purchased and the decoration are looking very nice. Due to the nice weather, we began disposing of items no longer needed and cataloging what needs to be disposed of in the spring.

3. Christmas Stroll – Between 300-400 people came into the library during the Stroll. Magic Matt was once again the biggest draw of the evening. The wrap-up meeting with the Chamber is scheduled for December 8.
4. Adult Services Head – Six candidates have been chosen to be interviewed for the position available. Interviews will be conducted mid-December and a decision will be forthcoming shortly thereafter.
5. Retirement Party – Cathy Korthals' retirement party is scheduled for Tuesday, December 13 from 1:00 to 4:00 p.m. Everyone is welcome to join us to wish Cathy well and enjoy cake and punch.
6. Training – During the winter months, Jeannine McDonald will be taking FOIA and Passport Agent training. The new Head of Adult Services will also be trained as an FOIA officer and Passport Agent. One other staff member will take the Passport Agent training, which will give us four FOIA officers, and 16 Passport Agents.
7. IT Upgrades – Director Kahmann met with Travis Ksiazek, Sikich computer technician, and Barry Poll, Sikich sales contact, to discuss IT upgrades. We have ordered 7 computers to replace aging models located in various offices. Also, we will be replacing a battery back-up connected to the servers, installing a more robust back-up system. We are migrating our e-mail from an older Exchange server to Office 365, and this should happen during the month of December.
8. SWAN Move – The MAGIC Governing Board Annual Meeting will be held on December 21 at the Oak Brook Public Library. Director Kahmann is awaiting the agenda. A fair portion of the meeting will undoubtedly involve the move to SWAN. Director Kahmann will be presenting pertinent information at our January Board meeting.

Manager of the Youth Services Department, Jeanine McDonald's report, included in the agenda packet, reported on attendance in November youth programs. She also advised the Board on upcoming events in December and January, future programming, collections, and commented on the Christmas Stroll.

The Traveling Librarians Monthly Report by Tina Napiorkowski, advised of a very successful month for the homebound team. Two more patrons were added to their delivery route, with at least 3 more beginning in January. The Friends of the Library have donated new 2017 calendars for all the homebound patrons. A new person will be added to their team, Kathleen Hansen.

The History and Genealogy report by Coordinator Amy Girmscheid was also available in the agenda packets. Her report included the Family History Interest Group, History Keepers, and Family Search Film. She also worked the Christmas Stroll. The pottery clearance sale was a success, with just a few pieces left.

X. APPROVAL OF RESOLUTION NO. 2016-4

Trustee Albano moved to **approve Resolution No. 2016-4, a Resolution Outlining a Purchasing Authority Threshold, which all purchases under \$10,000 may be made at the discretion of the Library Director, and all purchases exceeding \$10,000 must be presented to the Board of Trustees for approval.** Vice-President Miller seconded the motion.

ROLL CALL VOTE:

AYES: **Burroughs** **Albano**
 Butler **Miller**
 Gagne

NAYS: **NONE**

ABSENT: **Wold, Hansen** **ABSTAIN: NONE**

MOTION CARRIED

XI. APPROVAL OF RESOLUTION 2016-5

Treasurer Butler moved to **approve Resolution 2016-5, A Resolution Regarding the Need of a Trustee to Accept a Two-Year Term, as written.** Trustee Gagne seconded the motion.

ROLL CALL VOTE:

AYES: **Burroughs** **Albano**
 Butler **Miller**
 Gagne

NAYS: **NONE**

ABSENT: **Wold, Hansen** **ABSTAIN: NONE**

MOTION CARRIED

XII. COMMITTEE REPORTS

- A. Personnel – None.
- B. Policy – None.
- C. Finance – None.
- D. Buildings and Grounds – None.
- E. Marketing – None.
- F. Ad Hoc: Funding Committee – None.

XIII. EXECUTIVE SESSION TO DISCUSS LAND ACQUISITION, PERSONNEL AND LITIGATION

None.

XIV. OLD BUSINESS

None.

XV. NEW BUSINESS

None.

XVI. ADJOURN

Trustee Albano moved to **adjourn the meeting.** Trustee Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Hansen, Wold

ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 7:55 p.m.



Kelly Gagne, Secretary Pro Tem



David Burroughs, Board President