

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
JANUARY 9, 2017**

PRESENT: President David Burroughs, Secretary Jenny Wold, Treasurer Stephanie Butler, Trustee, Kelly Gagne, and Library Director Glenn Kahmann.

ABSENT: Vice-President Aimee Miller, Trustees MJ Hansen and Phil Albano.

ALSO PRESENT: Staffers Kathy Semrick, Sabine Vorkoeper-Orchard and Executive Vice-President of Friends of the Library, 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 7:21 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All Trustees were present with the exception of Vice-President Miller, Trustees Hansen and Albano.

III. ADDITIONS TO THE AGENDA

None.

IV. ADOPTION OF THE AGENDA

Trustee Gagne moved to **adopt the agenda as written.** Secretary Wold seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Albano, 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 December 12, 2016, as written.** Trustee Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Albano, 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. She compared this year's Book Nook totals to the last 3 years and announced this Book Nook made the most in three years, totaling \$819.75

in sales. 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. Boxes of books are continuing to be delivered to Interfaith Food Pantry, Wilkerson's Pantry and the Salvation Army. The Friends next scheduled meeting is set for March 16, 2017.

VIII. TREASURER'S REPORT

A. Financial Report – Treasurer Butler announced that we received from the County, July to December 16, 2016, \$763,447.38 in real estate taxes. One CD matured from the Bank of China. We received \$151.23 in interest. Treasurer Butler advised we would not be buying anything in the near future. We will have a payment of earnest money to be paid on the lot in March. Treasurer Butler moved to **approve the Treasurer's Report for December, 2016, and to enter the trial balance ending December 31, 2016 into the public record.** Trustee Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Albano, Hansen, Miller

ABSTAIN: NONE.

MOTION CARRIED

IX. LIBRARY DIRECTOR'S REPORT

1. Statistics – Items circulated in December totaled under 11,000. 350 items were added. 7,237 patrons visited the Library in the month of December. \$222.95 has been collected for passport fees.
2. Staff Christmas Party – The party was very well attended. Everyone enjoyed Sorrento's and they all had a good time, relaxing and conversing outside the work environment. Staff is grateful that this opportunity is continuing.
3. Head of Adult Services Division position – Six interviews were conducted for the position and it was offered to Amy Girmscheid who began her new duties January 1, 2017. She will continue to coordinate our history and genealogy programs and volunteers for at least the time being.
4. Computers – Computers are being replaced and we are adding a new data back-up solution. This is going to take several days to accomplish. When the computer room is cleaned we will add our new battery back-up; however, this will require our entire system to be offline for a brief period of time.
5. MAGIC/SWAN – Director Kahmann attended the December 21st MAGIC meeting in Oakbrook. The SWAN fees committee is reviewing their fee structure. They are a multi-type organization, i.e. public, school, and academic libraries. There is concern regarding impact of e-materials on title counts, the ability of school libraries to afford the annual fee, possibly rescinding the discount for cataloging libraries, and funding from RAILS. The fees committee has asked the SWAN board for feedback on some of their recommendations before finalizing their recommendation for SWAN.
6. MAGIC – The Town and Country Library will be hosting the MaGIC Technical Services meeting on January 22. The Circulation Services User Group will meet here in March and the Governing Board will meet here in June.

The Youth Services Department report, included in the agenda packet, reported on attendance on 12 youth programs held in December. Also included in the report were 15 upcoming programs for January and February.

The Traveling Librarians Monthly Report by Tina Napiorkowski, reported 2017 calendars were distributed by the homebound team. Their monthly trivia and a Christmas party were held at the Meadows with lots of food and eggnog and prizes went home with everyone who attended. A new patron at the Meadows is very happy since he likes old movies and television shows but didn't have a DVD player. A used one was purchased from Goodwill and they now bring him DVD's every week.

The History and Genealogy report included the Family History Interest Group, History Keepers, and Family Search Film. There were 3 requests for research and the programming for History and Genealogy has expanded.

X. 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.

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

None.

XII. OLD BUSINESS

A request was made to put the house purchase on the agenda for the March meeting.

XIII. NEW BUSINESS

- A. Disposal of Surplus Property – Treasurer Butler moved to **approve the sale of surplus property as recommended.** Trustee Gagne seconded the motion.

AYES: ALL	NAYS:	NONE
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ABSENT: Albano, Hansen, Miller	ABSTAIN:	NONE
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MOTION CARRIED

- B. Closure of Library for Staff In-service Day – Secretary Wold moved to **approve the closure of the Library for Staff In-service Day.** Treasurer Butler seconded the motion.

AYES: ALL	NAYS:	NONE
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ABSENT: Albano, Hansen, Miller	ABSTAIN:	NONE
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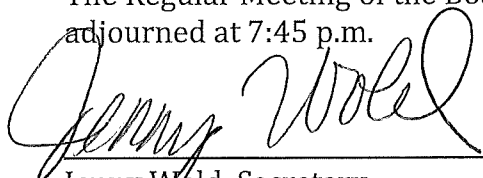
MOTION CARRIED

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

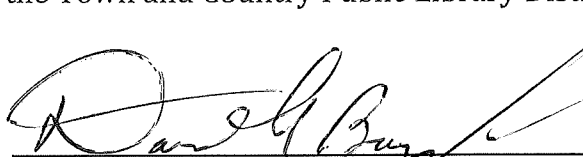
AYES:	ALL	NAYS:	NONE
ABSENT:	Albano, Hansen, Miller	ABSTAIN:	NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 7:45 p.m.



Jenny Wold, Secretary



David Burroughs, Board President